

DISTRICT ASSEMBLY MEETING
 Tuesday, March 4, 2014 – 3:00 p.m.
 District Office – Professional Development Center – Room #104
 AGENDA

- | | |
|--|-----------------|
| 1. Call to Order | Stankas |
| 2. Approval of Minutes | Stankas |
| a. February 4, 2014 | |
| 3. District Policy & Procedures | Jane Wright |
| a. Timeline/Process | |
| b. Continuous Review Cycle | |
| c. Q&A | |
| 4. Academic Senate Reports | Allen-Hoyt/Au |
| 5. Classified Senate Reports | Tinoco/Thomas |
| 6. Student Senate Reports | Brown/Dorsey |
| 7. District Reports | |
| a. Human Resources | Miyamoto |
| b. EDCT Program Update | Levesque |
| 8. Old Business | |
| a. AP 7250 Educational Administrators
(Management Hiring Process) | Fisher/Marshall |
| b. BP 2510 Participation in Local Decision Making (Move Forward) | |
| c. AP 2510 Participation in Local Decision Making (Move Forward) | |
| d. BP 4070 Auditing and Auditing Fees (Move Forward) | |
| e. AP 4070 Auditing and Auditing Fees (Move Forward) | |
| f. AB 86 Update | Fisher/Marshall |
| 9. New Business | |
| a. BP 1100 SBCCD (Information Only) | |
| b. BP 1200 District Mission Statement (Information Only) | |
| c. BP 2200 Board Duties & Responsibilities (Information Only) | |
| d. BP 2410 Board Policies & Administrative Procedures (Information Only) | |
| e. AP 2410 Board Policies & Administrative Procedures (Information Only) | |
| f. BP 2430 Delegation of Authority to the Chief Executive Officer (Information Only) | |
| g. BP 2431 Chief Executive Officer Selection (Information Only) | |
| h. BP 6520 Security of District Property (Move Forward) | |
| i. AP 6520 Security of District Property (Move Forward) | |
| 10. Chancellor's Report | Baron |

11. Public Comment

12. Future Agenda Items/Announcements

Members

- a. Credit/Non-Credit Discussion (Marshall) - April
- b. Faculty Equivalency Update (Hoyt/Au) - May
- c. AB 86 Update - April

13. Adjourn

Stankas

DISTRICT ASSEMBLY MEETING
Tuesday, February 4, 2013 – 3:00 p.m.
District Office – Professional Development Center – Room #104
MINUTES

Members Present

Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl; Stankas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

Members Absent

Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Transporte, Catalina; Williams, Clyde

Guests Present

Oliver, Tim; Torres, Jose

Call to Order

John Stankas called the meeting to order at 3:00pm.

Minutes

Jodi Hanley moved, Michelle Tinoco seconded, and the members voted as follows:

To approve the minutes of December 3, 2013.

AYES: Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl; Stankas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

NOES: None

ABSENT: Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Transporte, Catalina; Williams, Clyde

ABSTENTIONS: None

Academic Senate Reports

Denise Allen-Hoyt reported Academic Senate passed a resolution for athletics to develop a plan that would outline the implementation of athletics at CHC. Adopted a 4 point rubric for all of their SLO's to be evaluated. ETC Committee is working with VP Instruction on a tablet initiative to put a tablet in every student's hands. Supported the expansion of college hour. Continuing to work

on their educational master plan. 10-year anniversary celebration for the aquatics facility to take place in July. CHC Gala at the end of March.

Classified Senate Reports

Cassandra Thomas reported Classified Connection Week details are being worked on currently. Revising ethics statement. Valentine's Day fundraiser.

Michelle Tinoco reported Stateline Trip 3/1/14 benefits classified senate scholarship & Classified Professional's Week. \$40 with complimentary buffet lunch and continental breakfast. June 9-12 Classified Professionals Week with a luncheon on June 12.

Student Senate Reports

Patrick Dorsey reported Club Rush with In N Out and antique car show. New volunteer opportunities monthly with new themes.

District Reports

Tim Oliver submitted written reports on the Bond Program, District Strategic Planning Committee, and Fiscal Services.

New bond projects: New Crafton Center, Gym at SBVC. Using lease leaseback approach. Annual Audit of Bond Funds show District is in compliance with language. No findings by external auditors. CBOC is pleased with the work that is being done, according to budget, and on schedule.

DSPC is working steadily to establish goals. Narrowed the goals to Access, Student Success, Partnerships, District Operations and Systems. Identified major areas that are in support of the goals and will incorporate a model being used by UC Riverside to accomplish the goals.

Fiscal Services written report was submitted.

Old Business

Update on Audit Policy – Algie Au and Denise Allen-Hoyt presented suggested revised BP and new AP. Chancellor Baron suggested this be written consistently with other BP's and AP's to create a concise BP and move the remainder of the text to an AP. Staff will revise and the documents will be sent to campus Presidents for further review and bring back to District Assembly in March for final approval. Larry Aycock will check on availability of programmers for implementation and further details.

Cassandra Thomas moved, Larry Aycock seconded to approve the revised Smoking Policy AP & BP 3570.

AYES: Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl; Stankas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

NOES: None

ABSENT: Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Trasporte, Catalina; Williams, Clyde

ABSTENTIONS: None

New Business

Update AP 2225 – Collegial Consultation

Dr. Marshall reported both campuses are revising and going out to campus for input. Revisions for CHC was sent to academic and classified senate for inclusion on the agenda in February/March.

Dr. Fisher reported the AP has moved through Academic senate and college council.

Chancellor Baron asked for the BP and AP be put into current format with redlines of changes.

Management Hiring Process

Dr. Fisher distributed the existing policy to college council and management committee. Waiting on a response from the two groups and hopes to bring something back in March.

Dr. Marshall will distribute current policy.

Chancellor's Report

The Chancellor reported all Policies & Procedures are being reviewed and updated with the help of a consultant from CCLC. All of the policies and procedures have been updated with current laws and sample language from other CCD's for us to consider. Reviewed table/timeline as presented. We will review accreditation related policies and procedures first. Chancellors Cabinet is in receipt of the accreditation related material to start the discussion and review with their teams. Board of Trustees is involved and Chancellor reminded the work group of the collegial consultation process for review and approval. The Work Group will review Chapter 2 to have initial input and then be brought back to District Assembly. Revised schedule will be sent to District Assembly once the dates are approved by Academic Senate.

District Master Calendar Update is live at the District

website <http://calendar.sbccd.org/cal/main/showMain.rdo;jsessionid=8F6E30E91267B9B89D33C98FC83ED78A>

Brain Trust report was sent out today. These are the final recommendations based on the analysis they did for us based on the budget model and allocation strategies. District wide budget committee meeting with the college leadership to review the report with the Brain Trust Consultants. District wide meeting will be held at 2pm on 2/13/14 in the District Board Room.

Public Comment

None

Future Agenda Items/Announcements

Credit/Non-Credit Discussion (Marshall) - April

Faculty Equivalency Update (Hoyt/Au) - May

Management Hiring Process - March

AB 86 Update – March

Handicapped parking permit – is our current AP legal? Chancellor will research and bring an update back to D.A.

Adjourn

John Stankas adjourned the meeting at 4:24pm

SAN BERNARDINO CCD BOARD POLICY REVIEW/ADOPTION TIMELINE

	Accredit. Related (17 BPs) (20 APs)	Chapter 1 The District (2 BPs) (0 APs)	Chapter 2 Board of Trustees (29 BPs) (14 APs)	Chapter 6 Business & Fiscal Affairs (22 BPs) (34 APs)	Chapter 4 Academic Affairs (20 BPs) (33 APs)	Chapter 5 Student Services (25 BPs) (34 APs)	Chapter 7 Human Resources (24 BPs) (51 APs)	Chapter 3 General Institution (27 BPs) (30 APs)
Draft of Chapter submitted to the Chancellor's Office	Early February 2014	Late January 2014 Submit to Board Policy Work Group	Late January 2014 Submit to Board Policy Work Group	February 2014	March 2014	April 2014	May 2014	June 2014
Draft of chapter reviewed with Chancellor's Cabinet	February 2014	February 2014 (for info)	February 2014 (for info)	March 2014	April 2014	May 2014	June 2014	July 2014
District Assembly reviews the chapter and submits it to Academic Senates or Dist. Assembly reps. (if not academic or profess. matter)	Feb. - April 2014	March-May 2014 (for info)	March-May 2014 (for info)	April - Sept. 2014	May - Oct. 2014	Sept. – Nov. 2014	Oct. - Dec. 2014	Nov. 2014 – Feb. 2015
Docs submitted to Chancellor's Office	April 2014	May 2014	May 2014	Oct. 2014	Nov. 2014	Nov. 2014	Dec. 2014	Feb. 2015
First Reading & Discussion by the Board of Trustees	April 2014	May 2014	May 2014	Nov. 2014	Dec. 2014	Nov. 2014	Dec. 2014	Feb. 2015
Final Adoption/ Action by the Board of Trustees	May 2014	June 2014	June 2014	Dec. 2014	Jan. 2015	Dec. 2014	Jan. 2015	March 2015

165 Board Policy Templates + 216 Administrative Procedure Templates = 381 Total Templates

**** Updating/revising of the Administrative Procedures (APs) can be done simultaneously and typically involves additional review and a longer timeline. Note: APs to be submitted to the Board of Trustees as information and do not require official Board adoption.**

(2-6-14 JBW)

DRAFT – San Bernardino CCD Board Policy and Administrative Procedure -- DRAFT
Continuous Review Cycle

Goal: Five year review cycle to coincide with future Accreditation Site Visits

Future Accreditation Site Visits	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business & Fiscal Affairs	Chapter 7 Human Resources
	2 BPs 0 APs	38 BPs 18 APs	30 BPs 34 APs	22 BPs 38 APs	26 BPs 35 APs	22 BPs 37 APs	25 BPs 54 APs
Fall 2020	Fall 2015		Fall 2016	Fall 2017		Fall 2018	Fall 2019
Fall 2026	Fall 2021		Fall 2022	Fall 2023		Fall 2024	Fall 2025

Volume: 165 Board Policies (BPs)
 + 216 Administrative Procedures (APs)
 381 Total documents reviewed over the five year continuous review cycle

Accreditation Standard IV.B.1.e – Standard IV: Leadership and Governance

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

NOTE: The League’s Policy and Procedure Service issues legal updates Fall and Spring every academic year. The continuous review cycle will incorporate the legal update revisions necessitated by changes to Federal/State statutes and/or regulations.



**FY 2013 – 2014 District Program Review Report
District Assembly Meeting, Tuesday, March 4, 2014, 3 p.m., PDC 104**

1. The process for updating the District Program Review for FY 2013 – 2014 was carried out by the District Program Review Steering Committee consisting of the following appointed members from each unit of the District: *District Police Department* – Officer Krysten Newbury; *Economic Development and Corporate Training (EDCT)* – Alan Braggins; *Fiscal Services (Accounting)* – Jose Torres; *Fiscal Services (Business Services and Facilities)* – Steve Sutorus; *Fiscal Services (Environmental, Health and Safety)* – Whitney Fields; *Human Resources* – Amalia Perez; *KVCR* – Alfredo Cruz and *Technology & Educational Support Services (TESS)* which include *Administrative Applications, Printing Services, Distance Education and Technical Services* – Andrew Chang. Mr. Tim Oliver, Interim Vice-Chancellor of Fiscal Services, actively participated in some of the meetings as well.

2. The District Operations Satisfaction Survey was developed and approved by the committee and sent out via online survey to all faculty and staff on December 4, 2013. Survey results were compiled and distributed to each unit on January 9, 2014 to help them in developing measures of effectiveness as they updated their respective Program Review Plans for FY 2013 – 2014.

3. The steering committee met on January 28 and February 11, 2014, respectively, (including the use of technology) to review and make necessary recommendations to each unit's Draft Program Review Plan. After all recommended changes were made and plans resubmitted for verification, the committee finalized and approved the Plans on February 19, 2014. A detailed "District Operations Planning and Program Review Resource Requests" list to support the various objectives developed by each unit was generated and presented to the committee for deliberation and prioritization using the following criteria in order of importance: 1) Safety or Security; 2) Regulatory Requirement; 3) Support or Program Continuation; 4) Infrastructure Maintenance or Improvement; and 5) Improve or Increase Service. A copy of the prioritized resource request list (please see attachment) as proposed by the committee has been provided to all units and to the Chancellor for his review and approval.

(Respectfully submitted by Albert Maniaol, District Program Review Steering Committee Chair, 2/24/2014)

San Bernardino Community College District
PROGRAM REVIEW RESOURCE REQUESTS IN ORDER OF PROPOSED PRIORITY
2013 - 2014

RANK ¹	AREA ²	DEPT.	UNIT	DIV. PRIORITY	DEPT. PRIORITY	OBJ ID	OBJECTIVE DESCR	RES. ID	YR 1 RES DESC	RES TYPE	YR1 COST	YR1 SAV
1	1	District Police Department		1		13.1	Decrease Cost of Dispatch Services and Enhance Officer Safety	3.1.r1	Cost Savings	OnGoing	\$127,169	\$21,161
2	1	Fiscal Services	Environmental Health & Safety	7	3	12.1	Provide promotional safety resources for the campus/district communities.	30.1.r1	Promotional Resources	OnGoing	\$2,500	\$0
3	2	Technology and Educational Support Services	Distance Education	15	7	33.2	Develop web-based training modules	37.2.r1	Software	OnGoing	\$700	\$0
	2	Technology and Educational Support Services	Distance Education	15	7	35.1	Develop web-based training modules	37.2.r2	Hardware	OneTime	\$10,000	\$0
5	3	Human Resources		3		29.1	Begin the recruitment process for vacant and new HR positions	9.1.r2	1 - Recruitment Specialist	OnGoing	\$47,316	\$0
6	3	Human Resources		3		32.1	Begin the recruitment process for vacant and new HR positions	9.1.r5	1- Director, Human Resources	OnGoing	\$100,344	\$0
7	3	KVCR		1		3.1	Hire additional staff to achieve sustainability. KVCR Foundation Director	12.1.r3	1 - KVCR Foundation Director	OnGoing	\$75,000	\$75,000
8	3	KVCR		1		13.2	Hire additional staff to achieve sustainability. Associate GM	12.1.r1	1 - Associate GM	OnGoing	\$80,000	\$80,000
9	3	KVCR		1		8.1	Hire additional staff to achieve sustainability. Underwriting Representative #1	12.1.r5	Underwriting Representative #1	OnGoing	\$60,000	\$60,000
10	3	KVCR		1		8.2	Hire additional staff to achieve sustainability. Underwriting Representative #2	12.1.r6	Underwriting Representative #2	OnGoing	\$60,000	\$60,000
11	3	Technology and Educational Support Services	Administrative Applications	7	3	7.2	Improve helpdesk services through increased usage of online and self-help resources.	33.1.r1	Software Budget	OnGoing	\$50,000	\$0
	3	Technology and Educational Support Services	Administrative Applications	7	3	7.3	Improve helpdesk services through increased usage of online and self-help resources.	33.1.r2	Training Budget	OneTime	\$10,000	\$0
13	3	Human Resources		4		39.2	Efficient Recruitment and Hiring See Also Fiscal 35.2	17.1.r1	Human Resources Information System (HRIS)	OneTime	\$100,000	\$0
	3	Fiscal Services	Accounting	16	6	35.2	Evaluate the possibility of implementing a Technology that addresses the following objectives:1.Evaluate the possibility of online timecards and approvals2.Evaluate the possibility of implementing mandatory direct deposit3.Evaluate the possibility of online check history4.Evaluate the possibility of online W2 history5.Evaluate the possibility of online Employee Portal Same as HR 39.2	38.1.r1	Payroll System	OnGoing	\$90,000	\$0
15	3	KVCR		1		3.2	Hire additional staff to achieve sustainability. Pledge Drive Coordinator	12.1.r4	Pledge Drive Coordinator	OnGoing	\$54,000	\$54,000
16	3	KVCR		1		16.1	Hire additional staff to achieve sustainability. Underwriting Representative #3	12.1.r7	Underwriting Representative #3	OnGoing	\$60,000	\$60,000

San Bernardino Community College District
PROGRAM REVIEW RESOURCE REQUESTS IN ORDER OF PROPOSED PRIORITY
2013 - 2014

RANK ¹	AREA ²	DEPT.	UNIT	DIV. PRIORI TY	DEPT. PRIORI TY	OBJ ID	OBJECTIVE DESCR	RES. ID	YR 1 RES DESC	RES TYPE	YR1 COST	YR1 SAV
17	3	Fiscal Services	Business Services	5	3	40.1	Improve Purchasing and Contract Processes	1.1.r1	Purchasing Technician	OnGoing	\$45,000	\$40,000
18	3	Technology and Educational Support Services	Administrative Applications	3	2	19.1	Determine and schedule staff training/conference opportunities	14.2.r1	Training/Conference Budget	OnGoing	\$50,000	\$0
	3	Technology and Educational Support Services	Administrative Applications	11	5	17.1	Train staff on Project Management Methodologies	35.1.r1	Training Budget	OneTime	\$20,000	\$0
	3	Technology and Educational Support Services	Distance Education	13	6	28.1	Identify training opportunities for DE Faculty and Staff	37.1.r1	Training Funds	OnGoing	\$7,000	\$0
21	3	EDCT		1		10.1	Collaborate with other educational institutions, government and community agencies, and community based organizations to obtain local/state/federal fund	2.1.r1	Hire a full-time Foundation Director for grant application management and fund solicitation	OnGoing	\$99,000	\$0
22	3	Human Resources		12		26.1	Human Resources Standard Operating Procedures Manual	28.2.r1	Procedures Manual and Employee Handbook	OnGoing	\$5,000	\$0
23	4	Technology and Educational Support Services	Printing Services	6	3	1.4	Continue to maintain four color press through annual maintenance and service.	29.1.r1	Ryobi 524	OnGoing	\$18,000	\$0
24	4	Fiscal Services	Accounting	14	5	31.1	Evaluate the possibility of implementing a Technology that addresses the following objectives:1.Provide tools for financial planning (Multi-year forecasting/What if's)2.Improve the Position control process3.Provide accessible and timely financial and statistical reports4.Evaluate the possibility of online budgets5.Evaluate the possibility of online budget transfers and adjustments6.If necessary, request approval from Superintendent of Schools	24.1.r1	Financial Planning and Budget Software	OnGoing	\$110,000	\$0
25	4	Technology and Educational Support Services	Technical Services	14	7	33.1	Bring Helpdesk in house	26.1.r1	Computer Technician	OnGoing	\$80,000	\$0
26	5	District Police Department		2		14.2	A lieutenants position and investigator position is needed for efficiency.	11.1.r2	Investigator position	OnGoing	\$50,225	\$0
27	5	District Police Department		3		34.1	Purchase 2 hybrid vehicles in support of Chancellor's 'go green' policy.	16.1.r1	2 Toyota Hybrid Vehicles	OnGoing	\$64,000	\$0
28	5	EDCT		6		1.4	Market customized training and professional development programs to the community through various outreach efforts, community events, presentations at events and to the businesses	13.2.r1	Marketing and outreach	OneTime	\$10,000	\$0
29	5	District Police Department		2		14.1	A lieutenants position and investigator position is needed for efficiency.	11.1.r1	Lieutenants position	OnGoing	\$91,020	\$0

**San Bernardino Community College District
PROGRAM REVIEW RESOURCE REQUESTS IN ORDER OF PROPOSED PRIORITY
2013 - 2014**

RANK ¹	AREA ²	DEPT.	UNIT	DIV. PRIORITY	DEPT. PRIORITY	OBJ ID	OBJECTIVE DESCR	RES. ID	YR 1 RES DESC	RES TYPE	YR1 COST	YR1 SAV
30	5	Fiscal Services	Environmental Health & Safety	2	2	6.1	Attain staffing (Secretary II) to assist with clerical tasks to increase the effectiveness of EH&S policy and procedures in the District and provide a level of service to the SBCCD communities to ensure continued/increased compliance with all local state and federal, environmental health, safety, emergency preparedness and risk regulations.	19.1.r1	Staff Acquisition - Secretary II	OnGoing	\$56,176	\$0
31	5	Fiscal Services	Accounting	18	8		Objectives:1.Provide training in e-mail etiquette 2.Provide customer service training 3.Continue to provide excel training	42.1.r1	Training Cost	OneTime	\$4,500	\$0
32	5	EDCT		7		12.2	Enhance District-wide dissemination of information regarding EDCT's mission, value and training programs	23.1.r1	Electronic publishing and e-mailing	OnGoing	\$2,000	\$0

RANK (Reference 1)
1 to 32 As ranked by Program Review Committee

- AREA (Reference 2)**
- 1 Safety or Security
 - 2 Regulatory Requirement
 - 3 Support of Program Continuation
 - 4 Infrastructure Maintenance or Improvement
 - 5 Improve or Increase Service

San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2510 PARTICIPATION IN LOCAL DECISION MAKING

(Replaces current SBCCD BP 2225)

❖ From current SBCCD BP 2225 titled Collegial Consultation

It shall be the policy of this ~~The~~ Board to embrace ~~the~~ the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

NOTE: *The language below reflects the minimum policy requirements of the Education Code and Title 5. It is **legally advised** that the District insert its current policies here.*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board of Trustees of the ~~San Bernardino Community College District~~ recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations: ~~i.e.,~~

- 44 1. Curriculum including establishing prerequisites and placing courses within
- 45 disciplines;
- 46 2. degree and certificate requirements;
- 47 3. grading policies;
- 48 4. education program development;
- 49 5. standards or policies regarding student preparation and success;
- 50 6. District and college consultation structures, as related to faculty roles;
- 51 7. faculty roles and involvement in accreditation processes, including self-study and
- 52 annual reports;
- 53 8. policies for faculty professional development activities;
- 54 9. processes for program review;
- 55 10. process for institutional planning and budget development; and
- 56 11. other academic and professional matters as mutually agreed upon between the
- 57 Governing Board and the Academic Senate.

58
59 The Board also recognizes its obligation, under Title 5 Regulations, to “consult
60 collegially” with the Faculty Academic Senate on these “academic and professional
61 matters.” Additional academic and professional matters may be added as specified in
62 #11 only through formal resolution of the Board.

63
64 The Board further recognizes that, under Title 5, it may choose to “consult collegially”
65 through the option of “mutual agreement” on policy issues, or the option of “relying
66 primarily on the advice and judgment of the senate” when adopting policies and
67 procedures on “academic and professional matters.”

68
69 The Board of Trustees shall have the final responsibility for developing all policies
70 governing the community college district, including academic and professional matters.
71 For purposes of academic and professional matters, the Board shall rely primarily on
72 the advice of the Academic Senate. If the Board has a compelling reason for not
73 accepting the advice of the Academic Senate, it shall provide that reason in writing upon
74 request of the Academic Senate. The decision of the Board on all policy shall be final.

75
76 **Staff (Title 5 Section 51023.5)**
77 Staff shall be provided with opportunities to participate in the formulation and
78 development of District policies and procedures that have a significant effect on staff.
79 The opinions and recommendations of the [name(s) of recognized group(s)] will be
80 given every reasonable consideration.

81
82 **Students (Title 5 Section 51023.7)**
83 The Associated Students shall be given an opportunity to participate effectively in the
84 formulation and development of district policies and procedures that have a significant
85 effect on students, as defined by law. The recommendations and positions of the
86 Associated Students will be given every reasonable consideration. The selection of
87 student representatives to serve on District committees or task forces shall be made
88 after consultation with the Associated Students.

89

90 Except for unforeseeable emergency situations, the Board shall not take any action on
91 matters subject to this policy until the appropriate constituent group or groups have
92 been provided the opportunity to participate.

93
94 Nothing in this policy will be construed to interfere with the formation or administration of
95 employee organizations or with the exercise of rights guaranteed under the Educational
96 Employment Relations Act, Government Code Sections 3540 et seq.

97
98 **References:** Education Code Sections §§ 70901 - 70902(b)(7);
99 ~~California Code of Regulation Title 5~~ Sections §§ 53200–53204 et seq.
100 (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);
101 WASC/ACCJC Accreditation Standard IV.A

102
103
104 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
105 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
106 from the current SBCCD BP 2225 titled Collegial Consultation adopted on 4/10/03 and amended on
107 4/08/04. The language in **blue ink** is included for consideration.

108

Adopted: 4/10/03
Revised: 4/8/04, _____

109
110

Legal Citations for BP 2510

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]

(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)

70901.

(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

- 151 (2) Evaluate and issue annual reports on the fiscal and educational effectiveness
152 of community college districts according to outcome measures cooperatively
153 developed with those districts, and provide assistance when districts encounter
154 severe management difficulties.
- 155 (3) Conduct necessary systemwide research on community colleges and provide
156 appropriate information services, including, but not limited to, definitions for the
157 purpose of uniform reporting, collection, compilation, and analysis of data for
158 effective planning and coordination, and dissemination of information.
- 159 (4) Provide representation, advocacy, and accountability for the California
160 Community Colleges before state and national legislative and executive
161 agencies.
- 162 (5) Administer state support programs, both operational and capital outlay, and
163 those federally supported programs for which the board of governors has
164 responsibility pursuant to state or federal law. In so doing, the board of
165 governors shall do the following:
- 166 (A) (i) Annually prepare and adopt a proposed budget for the California
167 Community Colleges. The proposed budget shall, at a minimum, identify the
168 total revenue needs for serving educational needs within the mission, the
169 amount to be expended for the state general apportionment, the amounts
170 requested for various categorical programs established by law, the amounts
171 requested for new programs and budget improvements, and the amount
172 requested for systemwide administration.
- 173 (ii) The proposed budget for the California Community Colleges shall be
174 submitted to the Department of Finance in accordance with established
175 timelines for development of the annual Budget Bill.
- 176 (B) To the extent authorized by law, establish the method for determining and
177 allocating the state general apportionment.
- 178 (C) Establish space and utilization standards for facility planning in order to
179 determine eligibility for state funds for construction purposes.
- 180 (6) Establish minimum conditions entitling districts to receive state aid for
181 support of community colleges. In so doing, the board of governors shall
182 establish and carry out a periodic review of each community college district to
183 determine whether it has met the minimum conditions prescribed by the board
184 of governors.
- 185 (7) Coordinate and encourage interdistrict, regional, and statewide development
186 of community college programs, facilities, and services.
- 187 (8) Facilitate articulation with other segments of higher education with
188 secondary education.

189 (9) Review and approve comprehensive plans for each community college
190 district. The plans shall be submitted to the board of governors by the
191 governing board of each community college district.

192 (10) Review and approve all educational programs offered by community
193 college districts, and all courses that are not offered as part of an educational
194 program approved by the board of governors.

195 (11) Exercise general supervision over the formation of new community college
196 districts and the reorganization of existing community college districts, including
197 the approval or disapproval of plans therefor.

198 (12) Notwithstanding any other provision of law, be solely responsible for
199 establishing, maintaining, revising, and updating, as necessary, the uniform
200 budgeting and accounting structures and procedures for the California
201 Community Colleges.

202 (13) Establish policies regarding interdistrict attendance of students.

203 (14) Advise and assist governing boards of community college districts on the
204 implementation and interpretation of state and federal laws affecting community
205 colleges.

206 (15) Contract for the procurement of goods and services, as necessary.

207 (16) Carry out other functions as expressly provided by law.

208 (c) Subject to, and in furtherance of, subdivision (a), the board of governors
209 shall have full authority to adopt rules and regulations necessary and proper to
210 execute the functions specified in this section as well as other functions that the
211 board of governors is expressly authorized by statute to regulate.

212 (d) Wherever in this section or any other statute a power is vested in the board
213 of governors, the board of governors, by a majority vote, may adopt a rule
214 delegating that power to the chancellor, or any officer, employee, or committee
215 of the California Community Colleges, or community college district, as the
216 board of governors may designate. However, the board of governors shall not
217 delegate any power that is expressly made nondelegable by statute. Any rule
218 delegating authority shall prescribe the limits of delegation.

219 (e) In performing the functions specified in this section, the board of governors
220 shall establish and carry out a process for consultation with institutional
221 representatives of community college districts so as to ensure their participation
222 in the development and review of policy proposals. The consultation process
223 shall also afford community college organizations, as well as interested
224 individuals and parties, an opportunity to review and comment on proposed
225 policy before it is adopted by the board of governors.

226 (f) This section shall become operative on January 1, 2014.

227 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 3) by Stats. 2011, Ch. 112, Sec. 2. Effective January 1, 2012.*
228 *Section operative January 1, 2014, by its own provisions.)*

229 **70901.1.**

230

231 The Board of Governors of the California Community Colleges shall adopt
232 regulations that permit the governing board of a community college district to
233 allow applications for admission, student residency determination forms, and
234 other documents to be submitted electronically. The regulations shall require
235 that applicants and students be informed of the relative security of the
236 information they submit electronically.

237 *(Amended by Stats. 2005, Ch. 654, Sec. 1. Effective October 7, 2005.)*

238 **70901.2.**

239

240 (a) Notwithstanding any other provision of law, when a classified staff
241 representative is to serve on a college or district task force, committee, or other
242 governance group, the exclusive representative of classified employees of that
243 college or district shall appoint the representative for the respective bargaining
244 unit members. The exclusive representative of the classified employees and the
245 local governing board may mutually agree to an alternative appointment
246 process through a memorandum of understanding. A local governing board may
247 consult with other organizations of classified employees on shared governance
248 issues that are outside the scope of bargaining. These organizations shall not
249 receive release time, rights, or representation on shared governance task
250 forces, committees, or other governance groups exceeding that offered to the
251 exclusive representative of classified employees.

252 (b) A local governing board shall determine a process for the selection of a
253 classified staff representative to serve on those task forces, committees, or
254 other governance groups in a situation where no exclusive representative
255 exists.

256 *(Added by Stats. 2001, Ch. 799, Sec. 1. Effective January 1, 2002.)*

257 **70901.5.**

258

259 (a) The board of governors shall establish procedures for the adoption of rules
260 and regulations governing the California Community Colleges. Among other
261 matters, the procedures shall implement the following requirements:

262 (1) Written notice of a proposed action shall be provided to each community
263 college district and to all other interested parties and individuals, including the
264 educational policy and fiscal committees of the Legislature and the Department
265 of Finance, at least 45 days in advance of adoption. The regulations shall
266 become effective no earlier than 30 days after adoption.

267 (2) The proposed regulations shall be accompanied by an estimate, prepared in
268 accordance with instructions adopted by the Department of Finance, of the
269 effect of the proposed regulations with regard to the costs or savings to any
270 state agency, the cost of any state-mandated local program as governed by
271 Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the
272 Government Code, any other costs or savings of local agencies, and the costs or
273 savings in federal funding provided to state agencies.

274 (3) The board of governors shall ensure that all proposed regulations of the
275 board meet the standards of "necessity," "authority," "clarity," "consistency,"
276 "reference," and "nonduplication," as those terms are defined in Section 11349
277 of the Government Code. A district governing board or any other interested
278 party may challenge any proposed regulatory action regarding the application of
279 these standards.

280 (4) Prior to the adoption of regulations, the board of governors shall consider
281 and respond to all written and oral comments received during the comment
282 period.

283 (5) The effective date for a regulation shall be suspended if, within 30 days
284 after adoption by the board of governors, at least two-thirds of all governing
285 boards vote, in open session, to disapprove the regulation. With respect to any
286 regulation so disapproved, the board of governors shall provide at least 45
287 additional days for review, comment, and hearing, including at least one
288 hearing before the board itself. After the additional period of review, comment,
289 and hearing, the board may do any of the following:

290 (A) Reject or withdraw the regulation.

291 (B) Substantially amend the regulation to address the concerns raised during
292 the additional review period, and then adopt the revised regulation. The
293 regulation shall be treated as a newly adopted regulation, and shall go into
294 effect in accordance with those procedures.

295 (C) Readopt the regulation as originally adopted, or with those nonsubstantive,
296 technical amendments deemed necessary to clarify the intent of the original
297 regulation. If the board of governors decides to readopt a regulation, with or
298 without technical amendments, it shall also adopt a written declaration and
299 determination regarding the specific state interests it has found necessary to
300 protect by means of the specific language or requirements of the regulation. A

301 readopted regulation may then be challenged pursuant to existing law in a court
302 of competent jurisdiction, and shall not be subject to any further appeal within
303 the California Community Colleges.

304 (6) As to any regulation which the Department of Finance determines would
305 create a state-mandated local program cost, the board of governors shall not
306 adopt the regulation until the Department of Finance has certified to the board
307 of governors and to the Legislature that a source of funds is available to
308 reimburse that cost.

309 (7) Any district or other interested party may propose a new regulation or
310 challenge any existing regulation.

311 (b) Except as expressly provided by this section, and except as provided by
312 resolution of the board of governors, the provisions of Chapter 3.5
313 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the
314 Government Code shall not apply to regulations adopted by the board of
315 governors.

316 *(Added by Stats. 1988, Ch. 973, Sec. 8. Operative January 1, 1990, by Sec. 71 of Ch. 973.)*

317

318

319

320 [70902.](#)

321

322 (a) (1) Every community college district shall be under the control of a board of
323 trustees, which is referred to herein as the "governing board." The governing
324 board of each community college district shall establish, maintain, operate, and
325 govern one or more community colleges in accordance with law. In so doing,
326 the governing board may initiate and carry on any program, activity, or may
327 otherwise act in any manner that is not in conflict with or inconsistent with, or
328 preempted by, any law and that is not in conflict with the purposes for which
329 community college districts are established.

330 (2) The governing board of each community college district shall establish rules
331 and regulations not inconsistent with the regulations of the board of governors
332 and the laws of this state for the government and operation of one or more
333 community colleges in the district.

334 (b) In furtherance of subdivision (a), the governing board of each community
335 college district shall do all of the following:

336 (1) Establish policies for, and approve, current and long-range academic and
337 facilities plans and programs and promote orderly growth and development of
338 the community colleges within the district. In so doing, the governing board
339 shall, as required by law, establish policies for, develop, and approve,

340 comprehensive plans. The governing board shall submit the comprehensive
341 plans to the board of governors for review and approval.

342 (2) Establish policies for and approve courses of instruction and educational
343 programs. The educational programs shall be submitted to the board of
344 governors for approval. Courses of instruction that are not offered in approved
345 educational programs shall be submitted to the board of governors for approval.
346 The governing board shall establish policies for, and approve, individual courses
347 that are offered in approved educational programs, without referral to the board
348 of governors.

349 (3) Establish academic standards, probation and dismissal and readmission
350 policies, and graduation requirements not inconsistent with the minimum
351 standards adopted by the board of governors.

352 (4) Employ and assign all personnel not inconsistent with the minimum
353 standards adopted by the board of governors and establish employment
354 practices, salaries, and benefits for all employees not inconsistent with the laws
355 of this state.

356 (5) To the extent authorized by law, determine and control the district's
357 operational and capital outlay budgets. The district governing board shall
358 determine the need for elections for override tax levies and bond measures and
359 request that those elections be called.

360 (6) Manage and control district property. The governing board may contract for
361 the procurement of goods and services as authorized by law.

362 (7) Establish procedures that are consistent with minimum standards
363 established by the board of governors to ensure faculty, staff, and students the
364 opportunity to express their opinions at the campus level, to ensure that these
365 opinions are given every reasonable consideration, to ensure the right to
366 participate effectively in district and college governance, and to ensure the right
367 of academic senates to assume primary responsibility for making
368 recommendations in the areas of curriculum and academic standards.

369 (8) Establish rules and regulations governing student conduct.

370 (9) Establish student fees as it is required to establish by law, and, in its
371 discretion, fees as it is authorized to establish by law.

372 (10) In its discretion, receive and administer gifts, grants, and scholarships.

373 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
374 the community college.

375 (12) Within the framework provided by law, determine the district's academic
376 calendar, including the holidays it will observe.

377 (13) Hold and convey property for the use and benefit of the district. The
378 governing board may acquire by eminent domain any property necessary to
379 carry out the powers or functions of the district.
380 (14) Participate in the consultation process established by the board of
381 governors for the development and review of policy proposals.
382 (c) In carrying out the powers and duties specified in subdivision (b) or other
383 provisions of statute, the governing board of each community college district
384 shall have full authority to adopt rules and regulations, not inconsistent with the
385 regulations of the board of governors and the laws of this state, that are
386 necessary and proper to executing these prescribed functions.
387 (d) Wherever in this section or any other statute a power is vested in the
388 governing board, the governing board of a community college district, by
389 majority vote, may adopt a rule delegating the power to the district's chief
390 executive officer or any other employee or committee as the governing board
391 may designate. However, the governing board shall not delegate any power that
392 is expressly made nondelegable by statute. Any rule delegating authority shall
393 prescribe the limits of the delegation.
394 (e) This section shall become operative on January 1, 2014.
395 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012.*
396 *Section operative January 1, 2014, by its own provisions.)*
397
398

399 **Title 5 Sections 53200 et seq., 51023.5, and 51023.7**

400
401 Cal. Admin. Code tit. 5, s 53200

402
403 TITLE 5. EDUCATION
404 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
405 CHAPTER 4. EMPLOYEES
406 SUBCHAPTER 2. CERTIFICATED POSITIONS
407 ARTICLE 2. ACADEMIC SENATES

407 s 53200. Definitions.

408
409 For the purpose of this Subchapter:

410
411 (a) "Faculty" means those employees of a community college district who are employed in
412 positions that are not designated as supervisory or management for the purposes of Article 5
413 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government
414 Code, and for which minimum qualifications for hire are specified by the Board of Governors.
415

416 (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in
417 accordance with the provisions of this Subchapter whose primary function, as the representative
418 of the faculty, is to make recommendations to the administration of a college and to the
419 governing board of a district with respect to academic and professional matters. For purposes of
420 this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty

421 council" or "faculty senate."
422
423 (c) "Academic and professional matters" means the following policy development and
424 implementation matters:
425
426 (1) curriculum, including establishing prerequisites and placing courses within disciplines;
427
428 (2) degree and certificate requirements;
429
430 (3) grading policies;
431
432 (4) educational program development;
433
434 (5) standards or policies regarding student preparation and success;
435
436 (6) district and college governance structures, as related to faculty roles;
437
438 (7) faculty roles and involvement in accreditation processes, including self-study and annual
439 reports;
440
441 (8) policies for faculty professional development activities;
442
443 (9) processes for program review;
444
445 (10) processes for institutional planning and budget development; and
446
447 (11) other academic and professional matters as are mutually agreed upon between the
448 governing board and the academic senate.
449
450 (d) "Consult collegially" means that the district governing board shall develop policies on
451 academic and professional matters through either or both of the following methods, according to
452 its own discretion:
453
454 (1) relying primarily upon the advice and judgment of the academic senate; or
455
456 (2) agreeing that the district governing board, or such representatives as it may designate, and
457 the representatives of the academic senate shall have the obligation to reach mutual agreement
458 by written resolution, regulation, or policy of the governing board effectuating such
459 recommendations.
460
461
462 Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901
463 and 70902, Education Code.
464
465
466 53201. Academic Senate or Faculty Council.
467
468 In order that the faculty may have a formal and effective procedure for participating in the
469 formation and implementation of district policies on academic and professional matters, an
470 academic senate may be established at the college and/or district level.
471

472
473 53202. Formation; Procedures; Membership.

474
475 The following procedure shall be used to establish an academic senate:

476
477 (a) The full-time faculty of a community college shall vote by secret ballot to form an academic
478 senate.

479
480 (b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or
481 not to form a district academic senate. Such vote shall be by secret ballot.

482
483 (c) The governing board of a district shall recognize the academic senate and authorize the
484 faculty to:

485
486 (1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of
487 the academic senate.

488
489 (2) Provide for the selection, in accordance with accepted democratic election procedures, the
490 members of the academic senate.

491
492 (d) The full-time faculty may provide for the membership and participation of part-time faculty
493 members in the academic senate.

494
495 (e) In the absence of any full-time faculty members in a community college, the part-time faculty
496 of such community college may form an academic senate.

497
498
499 53203. Powers.

500
501 (a) The governing board of a community college district shall adopt policies for appropriate
502 delegation of authority and responsibility to its college and/or district academic senate. Among
503 other matters, said policies, at a minimum, shall provide that the governing board or its
504 designees will consult collegially with the academic senate when adopting policies and
505 procedures on academic and professional matters. This requirement to consult collegially shall
506 not limit other rights and responsibilities of the academic senate which are specifically provided
507 in statute or other Board of Governors regulations.

508
509 (b) In adopting the policies and procedures described in Subsection (a), the governing board or
510 its designees shall consult collegially with representatives of the academic senate.

511
512 (c) While in the process of consulting collegially, the academic senate shall retain the right to
513 meet with or to appear before the governing board with respect to the views, recommendations,
514 or proposals of the senate. In addition, after consultation with the administration of the college
515 and/or district, the academic senate may present its views and recommendations to the
516 governing board.

517
518 (d) The governing board of a district shall adopt procedures for responding to recommendations
519 of the academic senate that incorporate the following:

520
521 (1) in instances where the governing board elects to rely primarily upon the advice and
522 judgment of the academic senate, the recommendations of the senate will normally be

523 accepted, and only in exceptional circumstances and for compelling reasons will the
524 recommendations not be accepted. If a recommendation is not accepted, the governing board
525 or its designee, upon request of the academic senate, shall promptly communicate its reasons
526 in writing to the academic senate.

527
528 (2) in instances where the governing board elects to provide for mutual agreement with the
529 academic senate, and agreement has not been reached, existing policy shall remain in effect
530 unless continuing with such policy exposes the district to legal liability or causes substantial
531 fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to
532 legal liability or substantial fiscal hardship requires existing policy to be changed, the governing
533 board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or
534 organizational reasons.

535
536 (e) An academic senate may assume such responsibilities and perform such functions as may
537 be delegated to it by the governing board of the district pursuant to Subsection (a).

538
539 (f) The appointment of faculty members to serve on college or district committees, task forces,
540 or other groups dealing with academic and professional matters, shall be made, after
541 consultation with the chief executive officer or his or her designee, by the academic senate.
542 Notwithstanding this Subsection, the collective bargaining representative may seek to appoint
543 faculty members to committees, task forces, or other groups.

544
545
546 53204. Scope of Regulations.

547
548 Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty,
549 nor to detract from any negotiated agreements between collective bargaining representatives
550 and district governing boards. It is the intent of the Board of Governors to respect agreements
551 between academic senates and collective bargaining representatives as to how they will
552 consult, collaborate, share, or delegate among themselves the responsibilities that are or may
553 be delegated to academic senates pursuant to these regulations.

554
555
556 Cal. Admin. Code tit. 5, s 51023.5

557
558 TITLE 5. EDUCATION
559 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
560 CHAPTER 2. COMMUNITY COLLEGE STANDARDS
561 SUBCHAPTER 1. MINIMUM CONDITIONS

562 **s 51023.5. Staff.**

563 (a) The governing board of a community college district shall adopt policies and procedures that
564 provide district and college staff the opportunity to participate effectively in district and college
565 governance. At minimum, these policies and procedures shall include the following:

566
567 (1) Definitions or categories of positions or groups of positions other than faculty that compose
568 the staff of the district and its college(s) that, for the purposes of this section, the governing
569 board is required by law to recognize or chooses to recognize pursuant to legal authority. In
570 addition, for the purposes of this section, management and nonmanagement positions or groups
571 of positions shall be separately defined or categorized.

572

- 573 (2) Participation structures and procedures for the staff positions defined or categorized.
574
- 575 (3) In performing the requirements of subsections (a)(1) and (2), the governing board or its
576 designees shall consult with the representatives of existing staff councils, committees,
577 employee organizations, and other such bodies. Where no groups or structures for participation
578 exist that provide representation for the purposes of this section for particular groups of staff, the
579 governing board or its designees, shall broadly inform all staff of the policies and procedures
580 being developed, invite the participation of staff, and provide opportunities for staff to express
581 their views.
582
- 583 (4) Staff shall be provided with opportunities to participate in the formulation and development of
584 district and college policies and procedures, and in those processes for jointly developing
585 recommendations for action by the governing board, that the governing board reasonably
586 determines, in consultation with staff, have or will have a significant effect on staff.
587
- 588 (5) Except in unforeseeable, emergency situations, the governing board shall not take action on
589 matters significantly affecting staff until it has provided staff an opportunity to participate in the
590 formulation and development of those matters through appropriate structures and procedures
591 as determined by the governing board in accordance with the provisions of this Section.
592
- 593 (6) The policies and procedures of the governing board shall ensure that the recommendations
594 and opinions of staff are given every reasonable consideration.
595
- 596 (7) When a college or district task force, committee, or other governance group, is used to
597 consult with staff regarding implementation of this section or to deal with other issues which
598 have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment
599 of staff representatives shall be made as follows:
600
- 601 (A) The exclusive representative shall appoint representatives for the respective bargaining unit
602 employees, unless the exclusive representative and the governing board mutually agree in a
603 memorandum of understanding to an alternative appointment process.
604
- 605 (B) Where a group of employees is not represented by an exclusive agent, the appointment of a
606 representative of such employees on any task force, committee or governance group shall be
607 made by, or in consultation with, any other councils, committees, employee organizations, or
608 other staff groups that the governing board has officially recognized in its policies and
609 procedures for staff participation.
610
- 611 (C) When the task force, committee or governance group will deal with issues outside the scope
612 of collective bargaining, any other council, committee or staff group, other than an exclusive
613 agent, that the governing board has officially recognized in its policies and procedures for staff
614 participation may be allowed to designate an additional representative. These organizations
615 shall not receive release time, rights, or representation on such task forces, committees, or
616 other governance groups exceeding that offered to the exclusive representative of classified
617 employees.
618
- 619 (D) In all cases, representatives shall be selected from the category that they represent.
620
- 621 (b) In developing and carrying out policies and procedures pursuant to subsection (a), the
622 district governing board shall ensure that its actions do not dominate or interfere with the
623 formation or administration of any employee organization, or contribute financial or other

624 support to it, or in any way encourage employees to join any organization in preference to
625 another. In addition, in order to comply with Government Code sections 3540, et seq., such
626 procedures for staff participation shall not intrude on matters within the scope of representation
627 under section 3543.2 of the Government Code. Governing boards shall not interfere with the
628 exercise of employee rights to form, join, and participate in the activities of employee
629 organizations of their own choosing for the purpose of representation on all matters of
630 employer-employee relations. Nothing in this section shall be construed to impinge upon or
631 detract from any negotiations or negotiated agreements between exclusive representatives and
632 district governing boards. It is the intent of the Board of Governors to respect lawful agreements
633 between staff and exclusive representatives as to how they will consult, collaborate, share, or
634 delegate among themselves the responsibilities that are or may be delegated to staff pursuant
635 to these regulations.

636
637 (c) Nothing in this section shall be construed to impinge upon the policies and procedures
638 governing the participation rights of faculty and students pursuant to sections 53200-53204, and
639 section 51023.7, respectively.

640
641 (d) The governing board of a community college district shall comply substantially with the
642 provisions of this section.

643
644
645 Cal. Admin. Code tit. 5, s 51023.7

646
647 TITLE 5. EDUCATION
648 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
649 CHAPTER 2. COMMUNITY COLLEGE STANDARDS
650 SUBCHAPTER 1. MINIMUM CONDITIONS

651
652 **s 51023.7. Students.**

653
654 (a) The governing board of a community college district shall adopt policies and procedures that
655 provide students the opportunity to participate effectively in district and college governance.
656 Among other matters, said policies and procedures shall include the following:

657
658 (1) Students shall be provided an opportunity to participate in formulation and development of
659 district and college policies and procedures that have or will have a significant effect on
660 students. This right includes the opportunity to participate in processes for jointly developing
661 recommendations to the governing board regarding such policies and procedures.

662
663 (2) Except in unforeseeable, emergency situations, the governing board shall not take action on
664 a matter having a significant effect on students until it has provided students with an opportunity
665 to participate in the formulation of the policy or procedure or the joint development of
666 recommendations regarding the action.

667
668 (3) Governing board procedures shall ensure that at the district and college levels,
669 recommendations and positions developed by students are given every reasonable
670 consideration.

671
672 (4) For the purpose of this Section, the governing board shall recognize each associated
673 student organization or its equivalent within the district as provided by Education Code Section
674 76060, as the representative body of the students to offer opinions and to make
675 recommendations to the administration of a college and to the governing board of a district with

674 regard to district and college policies and procedures that have or will have a significant effect
675 on students. The selection of student representatives to serve on college or district committees,
676 task forces, or other governance groups shall be made, after consultation with designated
677 parties, by the appropriate officially recognized associated student organization(s) within the
678 district.

679
680 (b) For the purposes of this Section, district and college policies and procedures that have or will
681 have a "significant effect on students" includes the following:

- 682
683 (1) grading policies;
684
685 (2) codes of student conduct;
686
687 (3) academic disciplinary policies;
688
689 (4) curriculum development;
690
691 (5) courses or programs which should be initiated or discontinued;
692
693 (6) processes for institutional planning and budget development;
694
695 (7) standards and policies regarding student preparation and success;
696
697 (8) student services planning and development;
698
699 (9) student fees within the authority of the district to adopt; and
700
701 (10) any other district and college policy, procedure, or related matter that the district governing
702 board determines will have a significant effect on students.

703
704 (c) The governing board shall give reasonable consideration to recommendations and positions
705 developed by students regarding district and college policies and procedures pertaining to the
706 hiring and evaluation of faculty, administration, and staff.

707
708 (d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty,
709 nor to detract from any negotiations or negotiated agreements between collective bargaining
710 agents and district governing boards. It is the intent of the Board of Governors to respect
711 agreements between academic senates and collective bargaining agents as to how they will
712 consult, collaborate, share or delegate among themselves the responsibilities that are or may be
713 delegated to academic senates pursuant to the regulations on academic senates contained in
714 Sections 53200-53206.

715
716 (e) The governing board of a community college district shall comply substantially with policies
717 and procedures adopted in accordance with this Section.

718
719
720 **Accreditation Standard IV.A**

721
722 **Standard IV: Leadership and Governance**

723

724 **The institution recognizes and utilizes the contributions of leadership throughout the**
725 **organization for continuous improvement of the institution. Governance roles are**
726 **designed to facilitate decisions that support student learning programs and services and**
727 **improve institutional effectiveness, while acknowledging the designated responsibilities**
728 **of the governing board and the chief administrator.**

729

730 **A. Decision-Making Roles and Processes**

731 **The institution recognizes that ethical and effective leadership throughout the**
732 **organization enables the institution to identify institutional values, set and achieve goals,**
733 **learn, and improve.**

734

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2510 PARTICIPATION IN LOCAL DECISION MAKING

(Replaces current SBCCD AP 2225)

NOTE: It is **legally required** that districts have this procedure. The District should insert its current procedures for participation in local decision-making (participatory governance) for the academic senate, associated students, and staff. Accreditation standards require regular evaluation of the structures and processes, and communication of the results of the evaluation. Consultation with legal counsel before developing additional procedures is strongly advised.

Districts should address either in this or other procedures other code sections that legally require participation by faculty, i.e.:

- Education Code Section 66450: distribution of academic presentations
- Education Code Section 87458: administrative retreat rights
- Education Code Section 87359: equivalencies to minimum qualifications
- Education Code Section 87360: faculty hiring
- Education Code Section 87663: faculty evaluation
- Education Code Section 87610.1: faculty tenure
- Education Code Section 87743.2: faculty service areas
- Title 5 Section 55022: curriculum committee
- Title 5 Section 53204: academic senate/union agreements

❖ From current SBCCD AP 2225 titled Collegial Consultation

MISSION STATEMENT

Collegial Consultation is a process involving faculty, administrators, classified staff and students in deliberations regarding day-to-day and long-range planning and policies for the college. These deliberations lead to recommendations that the Chancellor carries forward to the Board of Trustees for final approval. In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy will be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and students.

PHILOSOPHY OF COLLEGIAL CONSULTATION

45 Collegial Consultation is the democratic process utilized on campus in decision-making
46 procedures. Successful Consultation creates an environment of awareness throughout
47 the District by having each constituency represented throughout the process. To be
48 effective, collegial Consultation must exhibit the following characteristics:

49

- 50 • Capacity to establish directions and goals
- 51 • React to internal and external stimuli
- 52 • Move with diligence and timeliness
- 53 • Provide the campus community with an annual cycle of planning and budgeting

54

55 The process is designed to establish the goals, priorities, and objectives of the college.
56 The exercise of administrative prerogatives must reflect these aims in order to
57 perpetuate an environment of mutuality and trust.

58

59 **PRINCIPLES OF COLLEGIAL CONSULTATION**

60

61 1. The Board of Trustees has final responsibility and authority for approval of
62 college policies and review of Administrative Procedures; any individual may
63 address the Board regarding these policies and procedures.

64

65 2. The Board of Trustees charges the Chancellor with the responsibility for
66 Consultation of the institution; in turn, the Chancellor creates a structure and
67 systematic process for decision-making.

68

69 3. The campus Consultation structure is charged with making recommendations on
70 issues affecting the institution. The District Assembly or other constituent group
71 may initiate discussion, review progress, or initiate a subcommittee to discuss
72 needed policies or administrative regulations. The college and district units will
73 review drafts and make final recommendations to the District Assembly through
74 the constituent groups. Once a consensus is reached the Chancellor is charged
75 with carrying the approved recommendations forward to the Board of Trustees.

76

77 4. The District recognizes the role of collective bargaining in certain aspects of
78 policy development and implementation where salary, benefits, or working
79 conditions are involved in the policy development.

80

81 5. The District recognizes the Academic Senates through its members has primary
82 responsibility for making recommendations in areas of academic and
83 professional matters.

84

85 6. The membership and interrelationships of committees give the Consultation
86 structure an essential role in the decision making process.

87

88 7. Broad participation from all segments of the District is encouraged; all four
89 campus constituencies (faculty, management, classified, and students) are

90 represented on Consultation committees except in areas of primacy related to
91 academic and professional matters.

92
93 8. Each constituency represented on a committee appoints its own representatives,
94 taking into account not only the needs of the constituency but also the broader
95 needs of the college.

96
97 9. Any Collegial Consultation subcommittee, through minutes which are forwarded
98 to its respective standing committee, makes recommendations to the constituent
99 groups for review and then forwards its recommendation on items for District
100 consultation through to the District Assembly. Subcommittees or ad hoc
101 committees are not subject to the strict guidelines of the Brown Act since final
102 action on recommendations take place through the Standing Committees and the
103 District Assembly.

104
105 10. The college community as a whole is made aware of the consultation process
106 and has access to it through constituency representation. A consistent effort is
107 made to keep the campus informed through meeting announcements 72 hours
108 prior to the meeting and publication and distribution of the minutes of the
109 meetings. All minutes of college standing committees and the District Assembly
110 will be posted in the college libraries.

111
112 11. Collegial Consultation is facilitated by communication, timely and appropriate
113 notice of meetings, public deliberation, full campus participation and published
114 records.

115
116 12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc
117 committee is expected to take action minutes. Each subcommittee is charged
118 with forwarding those minutes to their respective standing committee or
119 constituencies, and to the library. In turn, standing committees are charged with
120 review and action on minutes received from their respective subcommittees.

121
122 13. In matters of academic and professional standards, where the Board of Trustees
123 finds compelling cause for not accepting the recommendation of the Academic
124 Senate, the Chancellor shall deliver that rationale in writing delivered by
125 registered mail to the Presidents of the Academic Senates following the action by
126 the Board of Trustees. The Academic Senates shall be provided an opportunity
127 to present their concerns to the Board of Trustees in an open Board meeting.

128
129 14. Members to Collegial Consultation committees on campus are appointed by their
130 respective organizations after consultation with the Presidents: faculty by the
131 Academic Senate, students by the Associated Students, classified staff by the
132 CSEA, and administrators by the Presidents. Subcommittees formed by standing
133 committees or ad hoc committees will consist of those members deemed
134 appropriate by the constituencies in consultation with the Presidents. Ad hoc
135 committees will be used rarely and only for specific tasks of short duration which

do not overlap with other committees. Managers are invited to sit on academic committees Program Review and Curriculum.

15. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Chancellor or Presidents for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in consultation with the leadership of the various constituencies.

16. Clerical support including taking, editing and distributing minutes; preparing and distributing agendas, preparing, reproducing and distributing documents as directed by the committee shall be provided by a designated responsibility center.

STRUCTURE AND PURPOSE OF STANDING COMMITTEES

DISTRICT ASSEMBLY

Charge

The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the Chancellor and the college constituencies.)

It is a function of the District Assembly to review all recommendations and to reach consensus prior to moving recommendations forward to the Board of Trustees.

Membership and Chair

The composition of the District Assembly and the determination of the officers shall be included in the Bylaws of the District Assembly and this document will become a part of this administrative regulation.

Reporting

All members of the District Assembly are responsible for making regular reports to their respective organizations. The minutes and official records of the District Assembly shall be recorded in compliance with the bylaws.

ACADEMIC CALENDAR

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Charge

The Academic Calendar Committee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District.

Membership

The Academic Calendar Committee will be co-chaired by the District Business Manager and the Chairperson of the District Assembly. Each of the constituent groups of the campuses shall appoint one representative from each constituency on each campus to serve on the committee. The President of each college will make the management appointment.

Reporting

The deliberations from this committee will be reported to the District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar. The minutes of this committee will be posted on the District [website](#).

DISTRICT INSTITUTIONAL PLANNING

Charge

The Institutional Planning Committee oversees the development and revision of the District mission statement as well as the annual update of the District goals and objectives. The committee also has oversight of the development and update of the District Facilities Plan, the District Technology Plan and accountability reports. The District Educational Master Plan is developed through this committee.

Membership

The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups, (faculty, classified, students) of the campuses shall appoint one representative from each constituency on each campus to serve on the committee. The President of each college will make the management appointment.

Reporting

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly for review and the Chancellor will forward the final recommendations to the

228 Board of Trustees. The minutes of this committee will be posted on the
229 District [Wwebsite](#).

230

231

232 **DISTRIBUTED EDUCATION COORDINATING COMMITTEE**

233

234

Charge

235

236 The Distributed Education Coordinating Committee has the charge to develop the
237 District component of the Strategic Technology Plan. This committee shall have the
238 added responsibility of coordinating District support for distributed education offered at
239 Valley College, Crafton Hills College, via KVCR, and the Professional Development
240 Center. All programs offered in the District through distributed learning shall be a part of
241 one of the two colleges with the appropriate review, and evaluation by the academic
242 senate and the discipline being offered.

243

244

Membership

245

246 The District Director of Distributed Education will chair the Distributed Education
247 Coordinating Committee. Each of the constituent groups (faculty, classified, students)
248 of the campuses shall appoint one representative from each campus to serve on the
249 committee. The President of each college will make the management appointment.
250 Members of this committee shall have involvement in distributed education.

251

252

Reporting

253

254 All members are responsible for making regular reports to their respective
255 organizations. The administrators responsible for Board Policy recommendations that
256 come from the standing committees will forward recommendations to the originating
257 committee for review. When consensus is reached, the Chancellor will forward the final
258 recommendations to the Board of Trustees. The minutes of this committee will be
259 posted on the District [Wwebsite](#).

260

261

262 **ECONOMIC & WORKFORCE DEVELOPMENT COORDINATING COMMITTEE**

263

264

Charge

265

266 This committee shall have the responsibility for coordinating and aligning District
267 responses to identified economic and workforce development needs. The committee
268 shall review educational and training needs in the service area and recommend to the
269 Chancellor the most appropriate blend of credit, non-credit, and not-for-credit programs
270 and services to effectively address those needs. Existing offerings will be reviewed to
271 ensure appropriate categorization based on current community needs and District goals
272 for instructional programs. Training needs requiring rapid response will be primarily
273 handled through the [Economic Development and Corporate Training \(EDCT\)](#) with

274 updates provided to the committee on a regular basis. Credit and non-credit instruction
275 shall be processed through the Colleges with requisite reviews and evaluation by the
276 Academic Senates.

277
278

279 **Membership**

280

281 The Executive Director of the ~~Economic Development and Corporate Training~~ [EDCT](#)
282 division will chair the Economic and Workforce Development Coordinating Committee.
283 The Director of the Applied Technologies Training and the Workforce Development
284 Manager of EDCT and the Chancellor or his/her designee shall be on the committee.
285 California School Employees' Association (CSEA) shall appoint a representative from
286 classified staff. The President of each college will make the management appointment.
287 Faculty appointments shall be made by the Presidents of the Academic Senates at each
288 college. Members of this committee shall have involvement in occupational education
289 and/or economic development programs.

290
291

292 **Reporting**

293

293 All members are responsible for making regular reports to their respective
294 organizations. The administrators responsible for Board Policy recommendations that
295 come from the standing committees will forward recommendations to the District
296 Assembly and appropriate constituent groups for review and the Chancellor will forward
297 the final recommendations to the Board of Trustees. The minutes of this committee will
298 be posted on the District [Website](#).

299
300

301 **ADMINISTRATIVE SERVICES ADVISORY COUNCIL**

302

303 **Charges**

304

305 Administrative Services Advisory Council will review campus and District requests for
306 expenditures of bond money. The responsibility of the Administrative Services Advisory
307 Council will be to advise/recommend to the Board of Trustees the projects and priorities
308 for expenditures of bond money.

309

310 **Membership**

311

312 The Executive Director of Facilities Planning will chair the Administrative Services
313 Advisory Council. The Vice Chancellor of Fiscal Services and the Vice President of
314 Administrative Services from each campus shall be on the committee. Each of the
315 constituent groups (faculty, classified, students) shall appoint one representative from
316 each campus to serve on the committee. KVCR shall appoint one representative to
317 serve on the committee.

318

319 **Reporting**

320
321 All members are responsible for making regular reports to their respective
322 organizations. The administrators responsible for Board Policy recommendations that
323 come from the standing committees will forward recommendations to the District
324 Assembly and appropriate constituent groups for review and the Chancellor will forward
325 the final recommendations to the Board of Trustees. The minutes of this committee will
326 be posted on the District [Website](#).

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328

329 **DISTRICT BUDGET COMMITTEE**

330
331

332 **Charge**

333 The Committee's responsibilities include the review and recommendations regarding
334 District-wide processes related to budget development which may have a major impact
335 on site operations or allocations. Committee discussions or review may include the
336 following during any budget year:

337

338 1. Review and evaluation of current, projected or proposed Federal, State and local
339 funding proposals affecting California Community Colleges and the related
340 financial impact on the [District](#).

341

342 2. Review of District budgetary policies, administrative procedures, allocation model
343 formulas and guidelines across the District. Protect the financial well-being of the
344 District. Determine that procedures are responsive to strategic priorities as
345 determined by the campuses and District Office. Union issues which are
346 conducted as a part of labor negotiations are not a part of this Committee's
347 responsibility.

348

349 3. The review process will include both general fund unrestricted and restricted
350 funding sources. The Committee will also review enrollment growth projections,
351 and other workload measures.

352

353 4. Review and make recommendations regarding District-wide budget assumptions
354 (revenues, allocations, COLA and growth). Any District Budget Committee
355 recommendations related to District-wide processes shall be advisory to the
356 Chancellor.

357

358 5. Promote budget awareness, communicate budget issues and may assist in
359 budget and finance training activities District-wide.

360

361

362 **Membership**

363

363 1 Vice Chancellor, Fiscal Services

364

364 1 Vice President Administrative Services from CHC

365

365 1 Vice President Administrative Services from SBVC

- 366 1 Management Appointment from CHC President
- 367 1 Management Appointment from SBVC President
- 368 2 Academic Senate Appointments from CHC
- 369 2 Academic Senate Appointments from SBVC
- 370 1 Classified Senate Member from CHC
- 371 1 Classified Senate Member from SBVC
- 372 1 ASB Member from CHC
- 373 1 ASB Member from SBVC
- 374 1 KVCR Representative
- 375 1 Executive Director of TESS
- 376 1 Executive Director of EDCT
- 377 1 Business Manager
- 378 1 Director of Fiscal Services
- 379 1 Human Resources Appointee
- 380 1 CTA Appointment
- 381 1 CSEA Appointment
- 382 1 CSEA Appointment from the District Office

Reporting

All members are responsible for making regular reports to their respective constituencies. The Vice Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will bring feedback from the Chancellor back to the Committee. Final budget authority rests with the Chancellor who will make budget recommendations, when appropriate, to the Board of Trustees.

The minutes of this Committee will be posted on the District website.

CRAFTON HILLS COLLEGE COLLEGIAL GOVERNANCE

MISSION STATEMENT

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

VISION

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation

VALUES

Our institutional values are creativity, inclusiveness, excellence, and learning centeredness.

412 **GOVERNANCE STRUCTURE**

413
414 The Reporting Flowchart of College Committees describes the reporting structures for
415 all committees in the college. Constituency groups represented on the college’s various
416 committees and councils provide input through clearly defined channels. As a result of
417 broadly shared input, the implementation of our decisions is more effective, and the
418 campus community develops a shared sense of mission and purpose. It is important to
419 note that individuals and groups who are not committee members may also be heard in
420 any committee by requesting permission to speak, thus broadening the opportunities for
421 dialogue across the campus governance structure. Committees review their charges
422 and memberships annually. Changes are forwarded to the Crafton Council for review
423 and approval.

424
425 **PARTICIPANTS IN SHARED GOVERNANCE**

426
427 Participatory governance is characterized by inclusiveness, rigorous dialogue, and
428 shared decision-making involving all constituents. Recognized Crafton Hills College
429 constituencies include:

- 430 • Faculty
- 431 • Classified staff
- 432 • Students
- 433 • Management

434
435 **Faculty**

436
437 All faculty appointments to college governance bodies are made by the Academic
438 Senate. The Board or its designees will consult collegially with the Academic Senate
439 with respect to academic and professional matters as defined by law. Faculty
440 appointments to standing committees and councils are for two-year terms of service
441 unless otherwise noted in the committee/council charge and membership; additional
442 terms are subject to Senate approval. Whenever possible, the Senate will alternate new
443 appointments to ensure continuity on committees and councils.

444
445 **Classified Staff**

446
447 Each shared-governance committee with classified staff representation must have an
448 appointee from both CSEA and the Classified Senate, though sometimes the two
449 constituencies agree to appoint a single staff member.

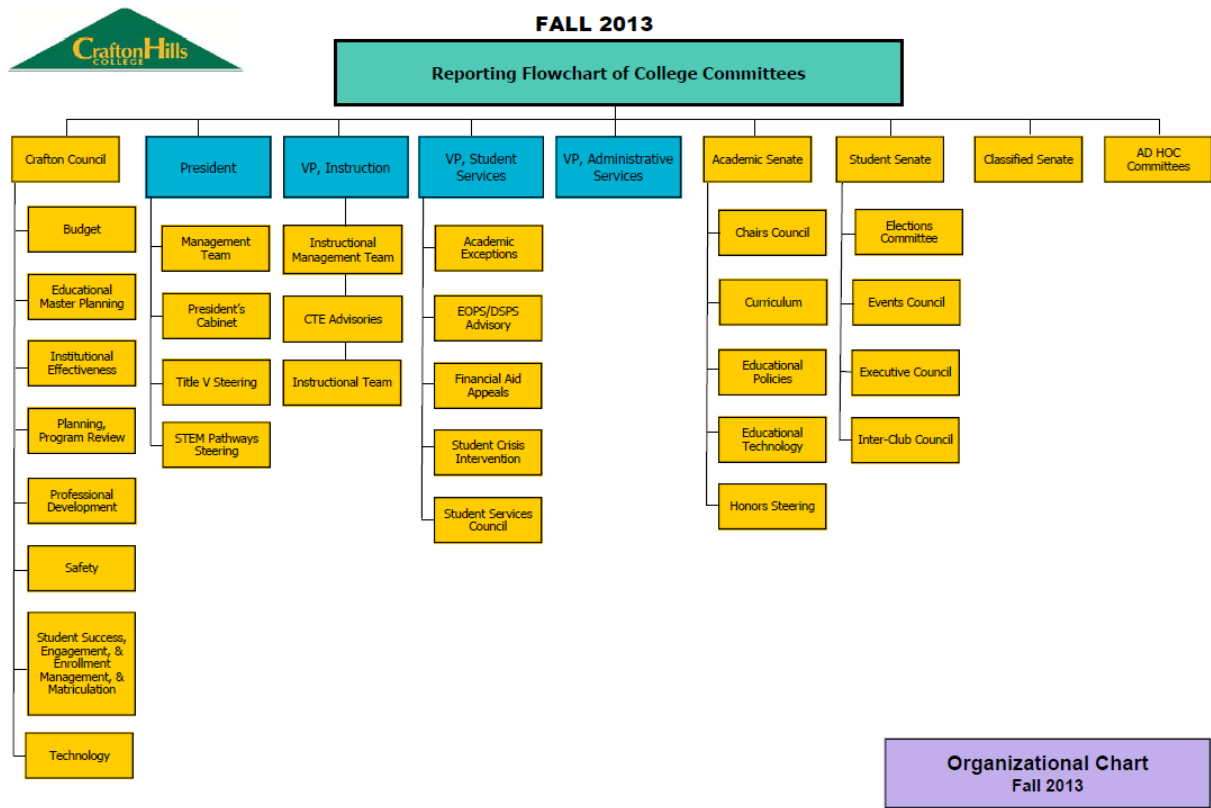
450
451 **Students**

452
453 Student members are appointed by the Student Senate of the CHC Associated
454 Students to serve on shared district and campus committees, task forces, and advisory
455 bodies. The CHC Student Senate appoints members at the beginning of each
456 academic year, though due to attrition or the lack of student volunteers, vacancies may
457 occur. Student appointments are for one year.

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Management

While Title 5 includes managers in staff, it also requires that they be categorized separately from non-management staff for the purposes of participation in governance. Administrators may either be appointed to committees by the President or serve ex officio. Depending on the manager’s committee load, a designee may be assigned. If this is the case, it is important that the committee members are informed that the designee is serving in lieu of the manager, named in the membership list. Section X of this handbook includes a description of the membership of each committee.



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GOVERNANCE GROUPS

College Governance

Crafton Council

Charge: The Crafton Council is the central deliberative collegial consultation body at Crafton Hills College. Its fundamental purposes are providing information, facilitating communication, and solving problems related to shared governance. The primary functions of the Crafton Council are as follows:

1. Function as a clearinghouse for potential or actual shared-governance issues.
2. Provide information to and model best practices for shared-governance committees.

- 483 3. Serve as a forum for discussion of the progress of identified shared-governance
484 committees that report to it.
- 485 4. Assume oversight and maintenance of the CHC Organizational Handbook.
- 486 5. Monitor Policies and Administrative Regulations related to shared governance, and
487 recommend modifications thereof, or new Policies or Administrative Regulations, as
488 needed.
- 489 6. Coordinate the systematic evaluation of governance and administrative structures,
490 processes, and services.
- 491 7. Recommend resolutions of or guidelines on larger shared-governance questions at
492 CHC.
- 493 8. Coordinate campus training in shared-governance principles and practice.
- 494 9. Promote integration of plans by monitoring alignment among them, and
495 recommending corrective action when necessary.
- 496 The Crafton Council meets twice per month.
- 497 **Membership:** President; President, Academic Senate; Vice President, Academic
498 Senate; President, Classified Senate; CSEA representative; President, Student Senate;
499 Vice President of Student Services, Vice President of Instruction; Vice President,
500 Administrative Services. The Dean of Institutional Effectiveness, Research & Planning
501 serves as a resource person as needed.

502

503 **Constituent Group Governance**

504

505 **Academic Senate**

506

507 Charge: The CHC Academic Senate, in accordance with the provisions of Title 5 of the
508 California Code of Regulations, functions as the body representing the views and needs
509 of the faculty of Crafton Hills College on all academic and professional matters as
510 identified in Title 5, §53200 (c). In addition, the Academic Senate serves as the agency
511 that represents the faculty whenever consultation or interaction with the District or the
512 college administration is necessary, excepting matters that fall under the exclusive
513 authority of the faculty bargaining agent. The Academic Senate meets twice per month.

514

515 **Membership**

516 Twenty-eight faculty elected to serve as representatives in four unit areas: Humanities
517 and Social Sciences; Math, Science, Health and Physical Education; Career and
518 Technical Education; and Student Support; a part-time faculty senator; Past-President,
519 Academic Senate. The Executive Board of the Academic Senate is comprised of the
520 President, Vice President, Treasurer, Secretary, Historian and Past-President and
521 President-Elect in alternating years.

522

523 **Classified Senate**

524

525 Charge: The CHC Classified Senate promotes the voice of classified professionals on
526 non-collective bargaining issues; provides the President of the college with
527 recommendations and views on matters affecting the classified staff and the conduct,

528 welfare, and growth of the college. The Classified Senate and the Executive Committee
529 of the Classified Senate both meet monthly.

530 **Membership:** All permanent classified staff members are voting members of the
531 Classified Senate. Eight classified staff members are elected as senators to represent
532 their functional units designated by their location on campus. The Executive Board of
533 the Classified Senate is comprised of the President, Vice President, Secretary,
534 Treasurer, and Parliamentarian.

535

536 **Student Senate**

537 Charge: The CHC Student Senate is committed to the effective participation in all areas
538 of concern to the Associated Students of Crafton Hills College (ASCHC). Thus, through
539 independent action the Student Senate shall participate in the formation and
540 improvement of educational programs, protect full freedom of assembly and expression
541 in the college community; articulate and represent the student interest in the
542 governance of the campus. The CHC Student Senate also provides services and
543 coordinates activities for students and advances our common interests and concerns as
544 students and citizens. The Student Senate meets weekly.

545 **Membership:** All of the ASCHC are non-voting members of the Student Senate. The
546 Student Senate is comprised of seven elected positions: President, Vice President,
547 Vice President of External Affairs, Vice President of Academic Affairs, Secretary,
548 Treasurer and Student Trustee; and twelve appointed positions: Social Events Officers
549 (2), Inter-Club Council Officer (2), Publicity Officer, Activism Officer, Equity and Diversity
550 Officer, Editor in Chief, and At Large Officers (4).

551

552 **COMMITTEES**

553 Committees are organized in four broad categories.

554 1. Crafton Council Committees have representation from staff, student, faculty, and
555 administrative groups, and report to the Crafton Council.

556 2. Functional committees may or may not have broad representation, depending on the
557 charge. The charge of a functional committee may be information-sharing, have an
558 advisory function, or have a purpose that is not clearly delimited.

559 3. Constituency committees report to Student Senate, Academic Senate, or Classified
560 Senate as appropriate.

561 4. Ad Hoc Committees or Task Forces are typically convened for a time-limited period.
562 Depending on their purpose, they may or may not have broad representation for all
563 constituencies.

564

565 **Crafton Council Committees**

566

567 For committees reporting to Crafton Council, two co-chairs shall serve to lead
568 committee work. One co-chair shall be a manager appointed by the President. The
569 second co-chair will be elected by the committee and may be a member of the faculty,
570 classified staff, or student body.

571

572

573

574 **Budget Committee**

575

576 Charge: The CHC Budget Committee reviews, identifies, and makes recommendations
577 on the process of institutional planning as related to budget development, identifies
578 strengths and weaknesses within the relationship between the college's budget and
579 Educational Master Plan, advocates execution of the budget efficiently and effectively
580 toward the achievement of optimal performance levels across all segments of the
581 campus community, and makes the budgeting process transparent to the campus
582 community.

583 **Membership:** Vice President, Administrative Services; Vice President of Student
584 Services, Vice President of Instruction; one manager; two classified staff (one for the
585 Classified Senate executive team); five Faculty (one from the Academic Senate
586 executive team); and one Student Senate appointee.

587

588 **Educational Master Plan Committee**

589 Charge: The Educational Master Planning Committee develops, reviews, and revises
590 the Educational Master Plan with input from appropriate constituencies. It meets twice
591 per month.

592 **Membership:** Two Vice Presidents (VPAS, VPSS, or VPI); President, Academic Senate
593 or designee; President, Classified Senate or designee; one CSEA representative;
594 President, Student Senate or designee; Planning and Program Review Committee
595 Faculty member; Director, Resource Development and Grants; three additional faculty;
596 one Instructional Dean; Dean, Institutional Effectiveness, Research & Planning.

597

598 **Institutional Effectiveness, Accreditation, and Outcomes Committee**

599 Charge: The Institutional Effectiveness, Accreditation, and Outcomes Committee will
600 facilitate sustainable continuous quality improvement of the organization. The members
601 will:

602 1. Fulfill their responsibilities as described in Committee Responsibilities in the CHC
603 Organizational Handbook.

604 2. Become knowledgeable about Accreditation processes and standards and serve as a
605 resource to the campus.

606 3. Guide the accreditation process for the entire college, including:

607 a. Development of timelines, policies, and procedures for accreditation within the
608 guidelines provided by ACCJC (Accrediting Commission for Community and Junior
609 Colleges).

610 b. Recommend and support training for faculty, staff, and management with regard to
611 accreditation standards, policies, and procedures.

612 4. Guide the Outcomes Assessment process for the entire college, including:

613 a. Develop a college assessment plan that is easy to use and meaningful

614 b. Develop best practices for creating and assessing outcomes (SLOs, SAOs, ILOs)

615 c. Provide meaningful feedback, suggestions, and guidance on the outcome
616 assessment process for the purpose of improvement

617 d. Coordinate training for faculty, staff, and management with regard to outcomes and
618 their assessment.

- 619 5. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes
620 Assessment (SLOs/SAOs).
- 621 6. Recommend staff and faculty membership of Accreditation subcommittees to the
622 President.
- 623 7. Serve as co-chairs of accreditation standard subcommittees.
- 624 8. Recommend to the President a list of qualified candidates for the task of editing
625 Accreditation reports.
- 626 9. Review and provide input on midterm, follow-up, and other special reports to the
627 Commission. If requested by the ALO, help draft such reports.
- 628 10. The committee co-chairs will coordinate the preparation of the self-study. The
629 standards subcommittee co-chairs will coordinate the preparation of their respective
630 sections of the self-study with input from the committee and the ALO.
- 631 11. Report to the Crafton Council.
- 632 12. Encourage members of the college community to serve on accreditation teams.
- 633 **Membership:** Accreditation Liaison Officer (co-chair); Vice President, Instruction or
634 designee; Vice President, Student Services or designee; Vice President, Administrative
635 Services or designee; Dean, Institutional Effectiveness, Research and Planning; two
636 Deans (including one each from Instruction and Student Services,); a minimum of eight
637 faculty (including the Instructional Assessment Specialist, one Academic Senate
638 Executive Member, and at least one faculty from Student Services); one Classified
639 Senate representative; one CSEA representative; and one Student Senate appointee.

640

641 **Institutional Review Board (IRB) Committee**

642 Charge: The IRB Committee coordinates the external research (i.e. any research
643 project or study which is outside the normal day-to-day operations of Crafton) being
644 conducted on campus involving Crafton students or employees. The purpose of the
645 IRB committee is to protect students, employees, class time, employee time, student
646 rights, and College liability. The IRB will ensure that the study participants are fully
647 aware of the nature of the research, their rights, receive informed consent, and that the
648 research aligns with the mission, vision, core values and goals of Crafton Hills College.
649 The committee may also seek the advice of outside experts if a proposal is outside of
650 their expertise. The IRB committee will meet on an as needed basis to provide
651 feedback to proposals in a timely manner. Committee members will be required to
652 receive appropriate training and external certification (e.g.: NIH, CITI, etc.) specific to
653 the process of reviewing research proposals and protecting the rights of human
654 subjects.

655 **Membership:** Faculty Co-Chair from a research related field; Dean of Institutional
656 Effectiveness, Research & Planning Co-Chair; a minimum of two additional faculty; one
657 Classified Senate representative; one CSEA representative; and one Student Senate
658 appointee. As recommended by the Code of Federal Regulations (§56.107), every
659 effort will be made to ensure that the committee includes both males and females and a
660 mix of racial and cultural diversity.

661

662 **Planning and Program Review Committee**

663 Charge: The charge of the Planning and Program Review (PPR) Committee is to
664 advance continuous, sustainable quality improvement at all levels of the institution.

665 Toward that end, the committee conducts a thorough and comprehensive review of
666 each unit at the college on a cyclical basis and oversees the annual college-wide
667 planning process. The results of planning and program review inform the integrated
668 planning and resource allocation process at the college, and are aligned with the district
669 strategic planning process. The committee relies on quantitative and qualitative
670 evidence to evaluate programs, develop recommendations to the President, and
671 determine and implement improvements to the PPR process.

672 **Membership:** Two Vice Presidents (VPAS, VPSS, or VPI); Vice President, Academic
673 Senate (co-chair); five additional faculty (at least one from Student Services and one is
674 recommended from each of the instructional divisions); one classified representative;
675 one Student Senate appointee; Dean, Institutional Effectiveness, Research and
676 Planning (co-chair).

677

678 **Professional Development / Flex Advisory Committee**

679 Charge: The Professional Development Committee provides supports and development
680 opportunities to all employees of the college, which allows them to continue to learn and
681 to develop and update their skills. Faculty on the committee also serve as the college's
682 Flex Advisory Committee, which reviews flex reports submitted by flex-eligible full-time
683 faculty. The Professional Development Committee meets twice per month.

684 **Membership:** Faculty, classified staff and management are represented on the
685 committee.

686

687 **Safety Committee**

688 Charge: The goal of the Safety Committee is to help the San Bernardino Community
689 College District eliminate workplace injuries and illnesses by involving employees in
690 achieving a safe, healthful workplace and promoting awareness and participation in
691 emergency response programs. The committee will assist management in identifying
692 safety hazards and suggesting ways to eliminate them. The committee reviews all
693 safety-related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to
694 management for prevention of these accidents; conducts quarterly workplace
695 inspections, identifies hazards, and recommends methods for eliminating or controlling
696 hazards; annually evaluates the college's workplace safety and health programs for
697 effectiveness; and makes suggestions to management for improvements. The Safety
698 Committee meets monthly.

699 **Membership:** Vice President, Administrative Services; Director, Facilities, Maintenance
700 and Operations; Coordinator, Health and Wellness Center; one faculty and/or classified
701 staff representative from the Public Safety and Services Department; Biological
702 Sciences or Physical Sciences Departments; District Police; Disabled Students
703 Programs and Services; and Human Resources; Classified staff representative
704 appointed by CSEA and faculty representative appointed by SBCCTA, one Student
705 Senate appointee, and one District Environmental Health and Safety representative.

706

707 **Student Success, Engagement, Enrollment Management, and Matriculation** 708 **(SSEEMM) Committee**

709 The Enrollment Management, Student Success and Engagement Committee is charged
710 with developing and overseeing a comprehensive Enrollment Management Plan, Basic

711 Skills Initiative Plan, the Student Success Plan and the Student Equity Plan for the
712 college. Specifically the Enrollment Management, Student Success, and Engagement
713 Committee addresses the recruitment, admission, retention, and success of all
714 students, including the development of student support services and curriculum for
715 transitioning basic skills students to higher levels of learning. The Enrollment
716 Management, Student Success, and Engagement Committee meets twice per month.
717 The established meeting times are the first and third Friday of each month from 10:00
718 am to 11:30 am.

719 **Membership:** Two representatives each from Admissions and Records, Arts and
720 Science, Counseling, CTE, Tutoring; one representative each from DSPS,
721 EOPS/CARE/CalWORKS, Financial Aid, Library, Research and Planning, Student Life,
722 Title V, STEM; three additional representatives from the division of Math, English
723 Reading, and Instructional Support; the Dean of Student Services/Counseling and
724 Matriculation; the Vice President of Instruction; the Vice President of Student Services;
725 and two students. Within the membership, there shall be a minimum of two managers,
726 two faculty, two classified staff, and two students.

727
728 **Technology Planning Committee**
729 Charge: The Technology Planning Committee is charged with developing and
730 overseeing a comprehensive technology plan for the college. The Technology Planning
731 Committee meets quarterly.

732 **Membership:** One Dean each from Instruction and Student Services; Director,
733 Facilities, Maintenance and Operations; Director, Technology Services; Coordinator,
734 Tutoring Center; Department Network Specialist; Web Developer; one faculty
735 representative; one Classified Senate representative; one CSEA representative; one
736 Student Senate appointee; one representative each from District Computing Services
737 and the Educational Technology Committee.

738
739 **Functional Committees**
740 Office of the President Functional Committees
741 Note that standing committees in Instruction might or might not involve appointed
742 representation from the other constituency groups, depending on the nature of the
743 committee.

744
745 **Management Team**
746 Charge: Management Team is a regular meeting of all college management to discuss
747 and review campus issues with the President. Management Team meets monthly.

748 **Membership:** President; Vice Presidents; Deans; Directors; other Managers.

749
750 **President's Cabinet**
751 Charge: President's Cabinet is a regular meeting of the Vice Presidents to discuss and
752 review campus issues with the President. President's Cabinet meets twice per month.

753 **Membership:** President; Vice President, Instruction; Vice President, Student Services;
754 Vice President, Administrative Services.

755
756

757 **STEM Pathways Steering Committee**

758 Charge: The STEM Pathways Steering Committee advises the Project Director of the
759 HSI-STEM Pathways grant; communicates to the campus constituencies about
760 progress of activities; makes recommendations regarding personnel, expenditures and
761 consultants as appropriate; and makes recommendations regarding needed
762 improvements to the project. The STEM Pathways Steering Committee meets quarterly.

763 **Membership:** HSI-STEM Pathways Project Director; STEM Pathways Coordinator;
764 STEM Transfer Services Coordinator; STEM Alternative Learning Strategies
765 Coordinator; Vice President, Student Services; Vice President, Instruction; Vice
766 President, Administrative Services; Dean, Counseling and Matriculation; Dean, Math,
767 English, Reading and Instructional Support; Articulation Officer; one faculty each from
768 the Physical Sciences; Biological Sciences, Mathematics and Computer Science; two
769 Classified Staff representing the Physical and Biological Science department; one
770 Student Senate representative.

771

772 **Title V Steering Committee**

773 Charge: The Title V Steering Committee advises the Project Director of the Title V
774 grant; communicates to the campus constituencies about progress of activities; makes
775 recommendations regarding personnel, expenditures and consultants as appropriate;
776 and makes recommendations regarding needed improvements to the project. The Title
777 V Steering Committee meets quarterly.

778 **Membership:** Title V Project Director; Title V Activity Director; Vice President, Student
779 Services; Vice President, Instruction; Dean, Counseling and Matriculation; Director,
780 Disabled Students Programs and Services; Director, Student Life; President, Academic
781 Senate; Faculty Chair, Mathematics Department; Faculty Chair, English Department;
782 Instructional Assessment Specialist; Vice President, Administrative Services (ex officio);
783 one Student Senate representative.

784

785 **Office of Instruction Functional Committees**

786 Note that standing committees in Instruction might or might not involve appointed
787 representation from the other constituency groups, depending on the nature of the
788 committee.

789 **Instructional Management Team**

790 Charge: Instructional Management Team is a regular meeting of all instructional
791 management to discuss and review issues impacting instruction. Instructional
792 Management Team meets twice a month.

793 **Membership:** Vice President, Instruction; Instructional Deans

794

795 **Instructional Team**

796 Charge: Instructional Team is a regular meeting of all instructional management and
797 staff to discuss and review issues impacting instruction. Instructional Team meets once
798 per month.

799 **Membership:** Vice President, Instruction; Instructional Deans; Instructional
800 Administrative Assistants and Secretaries; Catalog/Data Specialist.

801 **Career and Technical Education Advisory Committees**

802 Charge: Career and Technical Advisory Committees advise the various Career and
803 Technical departments in the development of curriculum and the needs of the related
804 industries. Each occupational program that receives funding under the Carl D. Perkins
805 Vocational and Technical Education Act (VTEA) is required to establish such an
806 advisory committee. These committees act in an advisory capacity only. Responsibility
807 for decision and action rests with the college district's Board of Trustees, the
808 Chancellor, and staff of the college. Regulations require that advisory committees meet
809 at least once each academic year.

810 **Membership:** Each advisory committee is comprised of a group of citizens, usually
811 from four to 15, who are selected to represent a specific occupational field.

812

813 **Student Services Functional Committees**

814 Note that standing committees in Student Services might or might not involve appointed
815 representation from the other constituency groups, depending on the nature of the
816 committee.

817 Academic Exceptions Committee

818 Charge: The Academic Exceptions Committee reviews academic petitions based on
819 extenuating circumstances and hears appeals. The Academic Exceptions Committee
820 meets weekly on Thursdays from 1:30p to 3:00p on an as needed basis.

821 **Membership:** Admissions & Records Coordinator (Committee Chair, Student Mentor);
822 Dean, Student Services and Student Development; EOP&S, CARE, CalWorks
823 Manager; Learning Disabilities Specialist; Counselor; One faculty member each:
824 Mathematics; Public Safety & Services; Foreign Language OR English; and Anatomy &
825 Physiology; and one Student Senate representative.

826

827 **EOPS/CARE/DSPS Advisory Committee**

828 Charge: Each EOPS/CARE/DSPS program is mandated by regulations to have an
829 advisory committee appointed by the President of the college upon recommendation of
830 the Director, EOPS/CARE and Director, Disabled Students Programs and Services. The
831 purpose of the advisory committee is to assist the college in developing and maintaining
832 effective EOPS/CARE/DSPS program services. Regulations require that the committee
833 meet at least once each academic year.

834 **Membership:** The advisory committee includes representation from college personnel,
835 one student each from EOPS/CARE and DSPS, feeder high schools, community and
836 business sector and four-year colleges and universities in the Crafton Hills College
837 service region.

838

839 **Financial Aid Appeals Committee**

840 Charge: The Financial Aid Appeals Committee advises the Director of Financial Aid
841 regarding appeals related to term dismissal and other appeals related to financial aid.
842 The Financial Aid Appeals Committee meets twice per month.

843 **Membership:** Director, Financial Aid; one Academic Counselors and two Instructional
844 Faculty member as appointed by the Academic Senate; one additional Student Services
845 manager.

846

847

848 **Student Crisis Intervention Committee**

849
850 Charge: The Student Crisis Intervention Committee develops and implements plans to
851 provide a framework for the college's reactions when crises occur. It is designed to set
852 in motion certain safety and communications processes; focus on prevention,
853 intervention, and rehearsed reactions; carry out an intervention plan that will attempt to
854 resolve crises in and out of the classroom involving students; and conduct an
855 institutional post evaluation and follow-up. The Crisis Intervention Committee meets
856 monthly.

857 **Membership:** Vice President, Student Services; Vice President, Administrative
858 Services; Dean, Counseling and Matriculation; Coordinator, Health and Wellness
859 Center; Director, Disabled Student Programs and Services; two Academic Senate
860 representatives; one representative from College Police.

861

862

863 **Student Services Council**

864 Charge: The Student Services Council provides a forum for effective communication
865 among representatives of the various departments within Student Services. It meets to
866 discuss and coordinate the different services provided by each department. The council
867 is designed to discuss activities, problems and resolutions involving these departments,
868 budget items and facilities. The Student Services Council meets monthly (fourth
869 Monday of the month).

870 **Membership:** Vice President, Student Services (chair); Dean, Counseling and
871 Matriculation; Dean, Student Services and Student Development; Director, Financial
872 Aid; Director, Student Life; Coordinator, Health and Wellness Center; Coordinator,
873 Disabled Student Programs and Services; Title V Activities Director; Director,
874 EOPS/CARE; representative of Student Services Classified Staff Council; Student
875 Senate representative.

876

877 **Constituency Committees**

878 **Academic Senate Constituency Committees**

879 Note that internal standing committees of the Academic Senate do not necessarily
880 involve appointed representation from the other constituency groups.

881

882 **Chairs Council**

883 Charge: Chairs Council is authorized by the Academic Senate to develop and
884 recommend processes including, but not limited to, departmental budgeting, planning
885 and program review, scheduling and facilities use, and syllabi recommendations.

886 Voting Members: Faculty Chairs and one Counselor

887 Non-voting Members: Vice President, Instruction and three Instructional Deans.

888 Meeting Days and Times: 1st and 3rd Friday at 9am

889

890 **Curriculum Committee**

891 Charge: The Curriculum Committee is authorized by the Academic Senate to make
892 recommendations to the Board of Trustees about the curriculum of the college,
893 including approval of new courses, deletion of existing courses, proposed changes in

894 courses, periodic review of course outlines, review of degree and certificate
895 requirements, approval of changes in degree and certificate requirements, and approval
896 of prerequisites and co-requisites.

897 Voting Members: Faculty members as appointed by the Academic Senate including the
898 faculty member holding the position of CHC Articulation Officer and a faculty
899 representative from the Educational Technology Committee.

900 Non-voting Members: Vice-President of Instruction, Instructional deans and the dean of
901 counseling, Admission and Records Evaluator, Curriculum Secretary, Schedule/Catalog
902 Data Specialist and a student representative.

903 Meeting Days and Times: 2nd and 4th Monday at 2pm

904

905 **Educational Policies Committee**

906 Charge: The Educational Policies Committee is authorized by the Academic Senate to
907 develop proposals for new policies and reviews proposed changes in existing policies
908 that directly affect the educational programs of the college.

909 Voting Members: Faculty members as appointed by the Academic Senate.

910 Meeting Days and Times: 2nd and 4th Wednesday at 4pm

911

912 **Educational Technology Committee**

913 Charge: The Educational Technology Committee is authorized by the Academic Senate
914 to develop and recommends policies involving the use of technology for education.

915 Reviews and revise as necessary the process by which online instructors and course
916 are evaluated. The committee reviews and approves DE instructors and courses.
917 Develops and provides content for the CHC DE portal. Updates and revises the
918 distributed Ed Plan(s). Develops recommendations related to the continued growth of
919 the college's online program. It also advises the Curriculum Committee in matters
920 involving distributed education, including periodic reviews of all distributed education
921 courses.

922 **Membership:** Faculty members as appointed by the Academic Senate (one member
923 will also serve as the ETC representative to the Curriculum Committee).

924 Non-voting Member: Vice President, Instruction or designee.

925 Voting Members: Faculty Chairs and one Counselor.

926

927 **Honors Steering Committee**

928 Charge: The Honors Steering Committee is authorized by the Academic Senate to
929 make recommendations regarding student admission, standards, curriculum, activities
930 and other issues pertinent to the College Honors Institute.

931 Voting Members: Faculty members as appointed by the Academic Senate

932 Non-voting members: Instructional Deans, Director of the College Honors Institute (if
933 non-faculty)

934

935 **Student Senate Constituency Committees**

936 Note that internal standing committees of the Student Senate do not necessarily involve
937 appointed representation from the other constituency groups.

938

939

940 **Elections Committee**
941 Charge: The Elections Committee is convened annually by the ASCHC President to
942 administer Student Senate elections each spring.

943 **Membership:** ASCHC Vice President of External Affairs, open to all students.
944

945 **Events Council**

946 Charge: The Events Council plans and executes events for students throughout the
947 year.

948 **Membership:** Vice President of Campus Activities, and all appointed officers; open to
949 all students.

950 **Executive Council**

951 Charge: To oversee organizational and internal issues including but not limited to
952 personnel issues, Brown Act compliance, Parliamentary Procedure compliance,
953 budgetary recommendations, bylaw and constitution compliance, appointments,
954 discipline, and travel. Will act in a recommending capacity only. Exceptions to this will
955 be at the discretion of the Student Senate President through Executive Order.

956 **Membership:** President, Vice President of Internal Affairs, Vice President of External
957 Affairs, Vice President of Academic Affairs, Vice President of Finance, and Student
958 Senate Adviser.
959

960 **Interclub Council**

961 Charge: The Interclub Council is a collective body with representatives from all
962 chartered student clubs and organizations at Crafton Hills College. It discusses issues
963 of importance to clubs and makes recommendations to the Student Senate regarding
964 funding requests from student clubs and organizations.

965 **Membership:** ASCHC Interclub Council Chair; one representative from each chartered
966 CHC student club or organization.
967

968 **AD HOC Committees / Task Forces**

969 An ad hoc committee or task force is a temporary group representative of all campus
970 constituencies. Ad hoc committees or task forces are created for a one-time purpose
971 (e.g., to correct an issue of non-compliance with regulation, as in the General Education
972 Task Force established in 2003) or to focus on specific subject or emerging trend
973 impacting community colleges. These groups are created with a deadline by which they
974 must complete their work, after which they dissolve. Ad hoc committees or task forces
975 are charged at the discretion of the College President. Recommendations to establish
976 an ad hoc committee or task force can be made to the College President by any shared
977 governance structure or concerned member of the CHC community. According to board
978 policy, "ad hoc committees will be used rarely and only for specific tasks of short
979 duration which do not overlap with other committees."
980

981 For a list of current ad hoc committee or task forces, please contact the President's
982 Office.
983

984

SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE

MISSION STATEMENT

San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.

The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.

Educational Philosophy

We believe [that](#)

- ~~That~~ a well-educated populace is essential to the general welfare of the community.
- ~~That~~ a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- ~~That~~ an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- ~~That~~ our strength as an institution is enhanced by the cultural diversity of our student population and staff.
- ~~That~~ we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- ~~That~~ we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- ~~That~~ plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.

- 1031 • ~~That~~ we must model our commitment to lifelong learning by maintaining currency
1032 in our professions and subject disciplines.
- 1033
- 1034 • ~~That,~~ as part of the collegial consultation process, all levels of the college
1035 organization must openly engage in sharing ideas and suggestions to develop
1036 innovative ways to improve our programs and services.
- 1037
- 1038 • ~~That~~ interactions between all members of the college community must be marked
1039 by professionalism, intellectual openness, and mutual respect.
- 1040
- 1041 • ~~That~~ we must hold ourselves and our students to the highest ethical and
1042 intellectual standards.
- 1043
- 1044 • ~~That~~ we must maintain a current, meaningful, and challenging curriculum.
- 1045
- 1046 • ~~That~~ students succeed best when following an educational plan and when
1047 enrolled in classes that meet their interests and goals, and match their level of
1048 academic preparedness.
- 1049
- 1050 • ~~That~~ all members of our campus community are entitled to learn and work in an
1051 environment that is free from physical, verbal, sexual, and/or emotional threat or
1052 harassment.
- 1053
- 1054 • ~~That~~ students learn best on a campus that is student-centered and aesthetically
1055 pleasing.
- 1056
- 1057 • ~~That~~ we must be responsible stewards of campus resources.
- 1058

1059 **Vision Statement**

1060

1061 San Bernardino Valley College will become the college of choice for students in the
1062 Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners.
1063 We will build our reputation on the quality of our programs and services and on the
1064 safety, comfort, and beauty of our campus. We will hold both our students and
1065 ourselves to high standards of achievement and will expect all members of the college
1066 community to function as informed, responsible, and active members of society.

1067

1068 **Final Revision 1-12-05**

1069

1070 **Governance Philosophy**

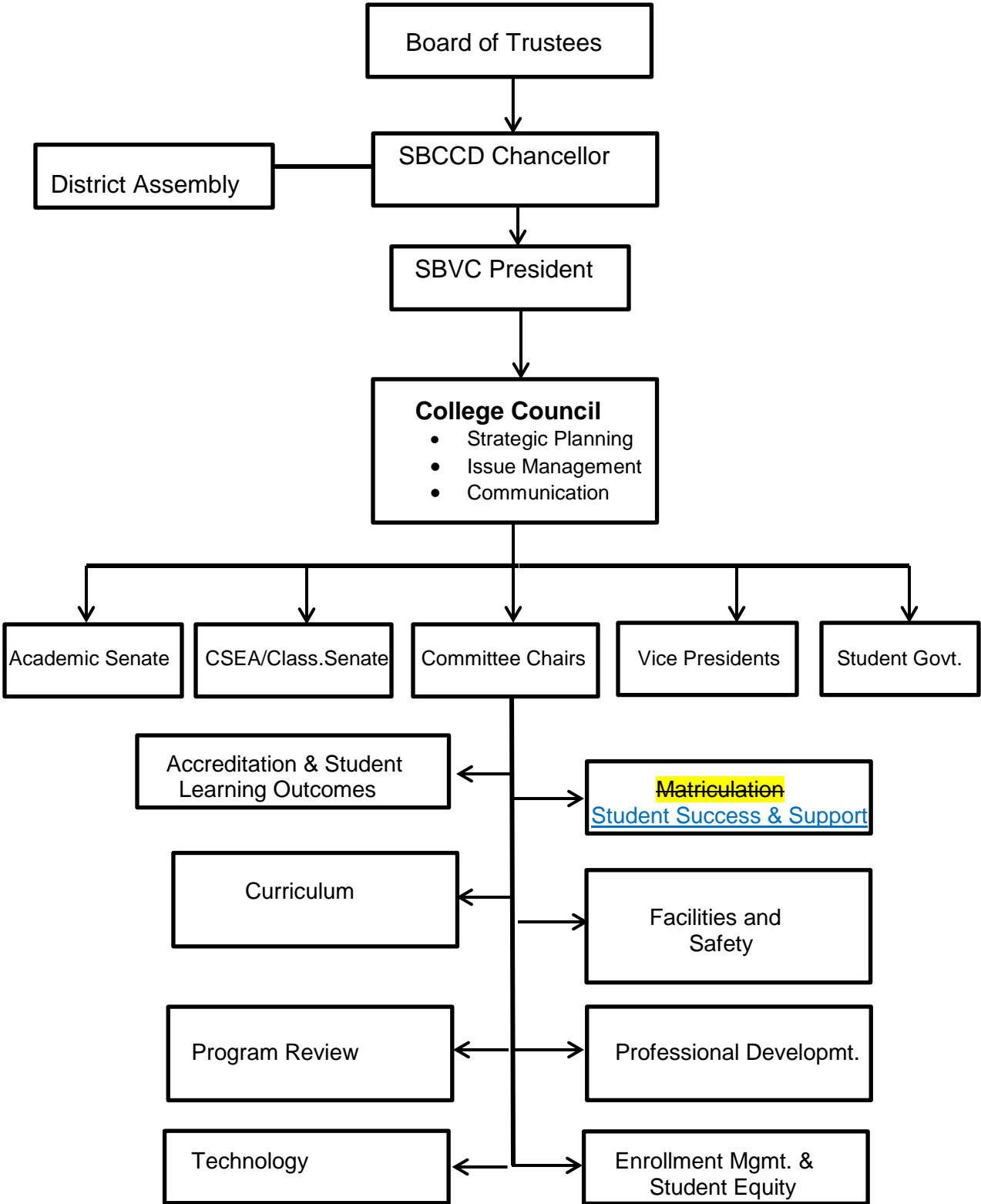
1071

1072 San Bernardino Valley College is committed to the idea of Collegial Consultation as
1073 assured in AB1725. We acknowledge the rights and responsibilities accorded to all
1074 parties within the District to participate effectively in District consultation and support the
1075 establishment of procedures whereby faculty, staff, and students are ensured of
1076 appropriate consultation on matters affecting them.

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We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.

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1136 **COLLEGE COUNCIL**

1137

1138

Charge

1139

1140 The College Council has three primary functions: planning, issue management, and
1141 communication.

1142

1143 The college planning function includes the college Educational Master Plan (EMP),
1144 thereby developing the college's Educational Strategic Plan, the EMP includes the
1145 Program Review annual needs prioritization, Technology Plan, Five Year Construction
1146 & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional
1147 Development Plan. College Council reviews each of the plans and analyzes each for
1148 budget impact and provides recommendations to the President.

1149

1150 The **issue management** function takes place as campus issues are presented to the
1151 College Council and referred to the appropriate college committee for review,
1152 consideration, and recommendation to the President.

1153

1154

1155 The **communication** function is served by the College Council as the central
1156 communication venue for college governance issues including budget, in that all
1157 constituent groups are represented and are responsible for reporting and disseminating
1158 of information to their appointing body.

1159

Membership

1160

1161

1162 Membership is comprised of the President, College Vice Presidents, the President of
1163 the Academic Senate, the Classified Senate President, the President of the Associated
1164 Students or designee, the CSEA President or designee, the Director of Research, and
1165 the chairs of the following committees: Enrollment Management & Student Equity,
1166 Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional
1167 Development, Program Review, and Technology. The President serves as chair of the
1168 College Council unless otherwise agreed upon, at which point a faculty member and a
1169 manager will serve as co-chairs.

1170

1171

College Council Standing Committees

1172

1173

1174 The Standing Committees of College Council are appointed annually and have
1175 representatives from each of the constituent groups: faculty, staff, students, and
1176 managers. Each committee will be co-chaired by one non-manager (faculty or staff)
1177 and one manager (that assists with clerical support, copying, and dissemination of
1178 materials as needed).

1179

1180 Should representation not occur in any group, the President will confer with the
1181 appropriate representative/President/designee to determine the best alternative to
1182 secure appropriate representation and participation from the absent group.

1183
1184 Meetings: Unless otherwise noted, standing committees are not held during the
1185 summer.

1186
1187

1188 COLLEGIAL CONSULTATION COMMITTEES

1189

1190 ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

1191

1192 Charge

1193

1194 The Accreditation and Student Learning Outcomes Committee prepares the self-study,
1195 prepares for the accreditation team site visit, follows up on implementation of
1196 accreditation recommendations, performs assessments as needed, and prepares any
1197 follow-up reports or documentation. The committee monitors the development and
1198 assessment process for student learning outcomes in courses, programs, and general
1199 education requirements. The committee generates and regularly reviews guidelines
1200 and best practices for all aspects of the student learning process.

1201

1202 Membership

1203

1204 Membership is comprised of the Accreditation Liaison Officer, at least one faculty
1205 member from each division and other interested faculty, administrators, staff and
1206 students.

1207

1208 BASIC SKILLS COMMITTEE

1209

1210 Charge: The Committee creates the planning documents, oversees the implementation
1211 of the campus basic skills plan, and prepares the college's basic skills report.

1212

1213 **Membership:** Membership is comprised of the Vice President of Instruction, at least
1214 one faculty member from counseling, English, mathematics, and reading, and other
1215 interested faculty, administrators, staff and students.

1216

1217 (Location: Additional Committees - Instructional Services)

1218

1219 CURRICULUM COMMITTEE

1220

1221 Charge

1222

1223 Under AB1725 the Academic Senate has the responsibility to make recommendations
1224 with respect to academic and professional matters. Curriculum is considered an
1225 academic matter and, therefore, the Curriculum Committee is authorized by the

1226 Academic Senate to make recommendations about the curriculum of the college,
1227 including approval of new courses, deletion of existing courses, proposed changes in
1228 courses, periodic review of course outlines, approval of proposed programs, deletion of
1229 programs, review of degree and certificate requirements, approval of prerequisites and
1230 co-requisites, and assessment of curriculum as needed.

1231

1232

Membership

1233

1234 Membership is comprised of the Vice President of Instruction (or designee) and one
1235 other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate,
1236 the Articulation Officer, ~~at least two~~ faculty members from each division as
1237 recommended by the Academic Senate, two students, and an Instruction Office staff
1238 member appointed by the Vice President of Instruction (in collaboration with CSEA) to
1239 serve as a resource to the committee.

1240

1241

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

1243

1244

Charge

1245

1246 The Enrollment Management and Student Equity Committee serves in an advisory
1247 capacity to the President's Cabinet regarding enrollment. The committee is responsible
1248 for reviewing internal and external assessment trend data as it applies to enrollment
1249 planning, researching and reviewing successful models of recruitment and retention
1250 programs, projecting enrollment growth/decline, projecting academic and student
1251 support service needs based on enrollment trends. The committee makes
1252 recommendations regarding recruitment and retention strategies, in the annual updating
1253 of the Enrollment Management Plan. The committee reviews and regularly updates the
1254 Student Equity Plan. Both plans are forwarded to College Council for review.

1255

1256

Membership

1257

1258 Membership is comprised of the Vice Presidents of Instruction and Student Services or
1259 their designees, two Deans from Student Services, two Deans from Instruction, Director
1260 of Financial Aid, Directors of Marketing and Institutional Research, Matriculation
1261 Coordinator, and other interested faculty, administrators, staff and students.

1262

1263

FACILITIES & SAFETY COMMITTEE

1265

1266

Charge

1267

1268 The Facilities & Safety Committee serves as an advisory committee to college services
1269 and operations including: facilities, campus appearance, sustainability
1270 practices, emergency preparedness, and campus safety training. Additionally, the
1271 committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

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Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

MATRICULATION STUDENT SUCCESS AND SUPPORT COMMITTEE ??

Charge

The **Matriculation** Student Success and Support ?? Committee is authorized by the Academic Senate to annually review and update the College **Matriculation** Plan, proposed the budget for categorical **matriculation** funds, provide advice on policies, procedures, and implementation of **matriculation** components including admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, **Matriculation** Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

PROGRAM REVIEW COMMITTEE

Charge

The Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate instructional programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making

- 1318 • Improve performance, services, and programs
- 1319
- 1320 • Contribute to long-range planning
- 1321
- 1322 • Contribute information and recommendations to other college processes, as
- 1323 appropriate
- 1324
- 1325 • Serve as the campus' conduit for decision-making by forwarding information to
- 1326 appropriate committees
- 1327

Membership

1330 ~~Membership is comprised of the Vice Presidents of Instruction, Administrative Services,~~
 1331 ~~and Student Services, or their designees; six managers, 17 faculty members, eight~~
 1332 ~~classified staff members, and two students.~~

1333 **Membership is comprised of at least 3 Vice Presidents, or their designees, as appointed**
 1334 **by the President, 10% faculty representation by Division, at least 3 classified staff**
 1335 **members as appointed by Classified Senate/CSEA, and one student.**

PROFESSIONAL DEVELOPMENT COMMITTEE

Charge

1341 The Professional Development Committee serves as an advisory committee for the
 1342 college professional development programs, and as a resource for training needs
 1343 across campus. The committee prepares and implements the state required three-year
 1344 Professional Development Plan, and reviews it annually to assure that campus goals
 1345 and objectives are being met. The committee allocates staff development funds based
 1346 on criteria in the plan. Additionally, the committee is responsible for planning,
 1347 programming and communication of campus professional development programs. The
 1348 faculty members on the committee serve as the campus sabbatical leave committee
 1349 and make recommendations to the college president for proposed leave recipients. The
 1350 faculty members also serve as the campus flex committee.

Membership

1351

1352

1353

1354 Membership is comprised of one manager (designated by the President), Professional
 1355 Development Coordinator, a representative of the technology committee, and interested
 1356 faculty, administrators, and staff.

TECHNOLOGY COMMITTEE

Charge

1360

1361

1362

1363 The Technology Committee develops the Technology Plan for SBVC and submits it to
1364 the SBVC College Council. The Plan recommends methods to assess, purchase,
1365 install, and encourage use of new technology; technology funding priorities; and
1366 strategies for redistributing current resources. It sets standards and guidelines for the
1367 minimum specifications for new technology, for maintaining the current technology in
1368 new construction, and to maximize use of District network resources and instructional
1369 learning resources. Accessibility to technology will be considered when developing
1370 goals, methods, recommendations, guidelines, and standards. In addition, members
1371 serve as campus representatives on District Technology Committees.

1372 1373 **Membership**

1374
1375 Membership is comprised of the Vice Presidents of Instruction, Administrative Services,
1376 and Student Services, or their designees; a representative from the Audio Department;
1377 a representative from District Computing Services, representative(s) from the college
1378 Network Specialists and all other interested faculty and staff in the campus community.

1379 1380 **ADDITIONAL COMMITTEES**

1381
1382
1383 A number of committees exist that have a specific purpose or function, but are not part
1384 of the formal collegial consultation process within College Council. These include:

1385 1386 **OFFICE OF THE PRESIDENT**

1387 1388 **PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)**

1389 Reporting to the President, Valley College managers (directors, deans, vice presidents)
1390 meet as needed with the President to review and discuss items as submitted to the
1391 College Council, and to study leadership theory and practice.

1392 1393 1394 **PRESIDENT'S CABINET**

1395 The President meets weekly in a staff meeting with the Vice Presidents to discuss
1396 operations and logistics.

1397 1398 1399 **SCHOLARSHIPS**

1400 1401 **Charge**

1402
1403
1404 The Scholarships Committee reviews applications for scholarships and makes awards
1405 according to guidelines.

1406 1407 **Membership**

1409 Membership is comprised of the Foundation Director, and interested administrators,
1410 faculty, and classified staff.

1411

1412

1413 **ANNUAL AWARDS COMMITTEE**

1414

1415

Charge

1416

1417 The Annual Awards Committee plans and implements the Annual “Spotlighting Our
1418 Success Faculty & Staff Awards Celebration” event each spring. This event recognizes
1419 outstanding employees and retirees from all areas of the campus. The committee
1420 organizes a campus-wide nomination and voting process that leads to organizing and
1421 coordinating all logistics related to the awards ceremony event. The committee chair is
1422 the Director of Marketing & Public Relations with guidance from the Office of the
1423 President.

1424

1425

Membership

1426

1427 Membership is comprised of at least one member from classified, faculty, management,
1428 Faculty Association and other interested individuals.

1429

1430

1431 **ARTS, LECTURES, AND DIVERSITY COMMITTEE**

1432

1433

Charge

1434

1435 The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures
1436 and cultural events designed to celebrate our diversity and enrich the instructional
1437 environment of the college.

1438

1439

Membership

1440

1441 Membership includes the Vice Presidents of Instruction and Student Services or
1442 designees, Dean of Humanities, and interested administrators, faculty, classified staff
1443 and students.

1444

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1446

INSTRUCTIONAL SERVICES

1447

1448 **INSTRUCTIONAL CABINET**

1449

1450

Charge

1451

1452 The Instructional Cabinet reviews instruction related issues and concerns and advises
1453 the Vice President of Instruction.

1454

1455 **Membership**

1456
1457 Membership is comprised of the Vice President of Instruction and the deans reporting to
1458 the Vice President of Instruction.

1459
1460
1461 **TENURE REVIEW COMMITTEE**

1462 **Charge**

1463
1464
1465 The Tenure Review Committee meets in January to review the four evaluations of each
1466 faculty member being considered for tenure. If all four evaluations of a faculty member
1467 are fully satisfactory, the Tenure Review Committee shall recommend that individual to
1468 the President for tenure. If the Tenure Review Committee has any doubts about a
1469 faculty member's overall performance, the committee shall, in consultation with the
1470 faculty member's supervisor, set up a new evaluation of him/her, to be conducted
1471 according to the evaluation procedure already in place in the District.

1472
1473 If the committee wants to use tenure procedures or materials as part of this evaluation,
1474 it can do so only with the consent of the affected faculty member. The two faculty
1475 members on the Tenure Review Committee who were appointed by the Senate and the
1476 bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion
1477 of this evaluation, the Tenure Review Committee shall meet and decide on a
1478 recommendation to the President of tenure or dismissal for the faculty member in
1479 question. All recommendations regarding fourth-year faculty members shall be
1480 submitted to the President by February 15. If the President and the committee
1481 disagree, they shall meet with the District Chancellor to present their differing points of
1482 view. The Chancellor shall have final authority to make a recommendation to the Board
1483 of Trustees (this charge and membership quoted directly from the current AGREEMENT
1484 between the SBCCD and the SBCCD Chapter CTA/NEA).

1485
1486 Per the provisions of the CTA contract, the Tenure Review committee is also involved in
1487 providing remediation assistance to those faculty whose evaluations are less than
1488 satisfactory.

1489 **Membership**

1490
1491
1492 The College President appoints a tenured faculty member as the Tenure Review
1493 Coordinator who chairs the committee and the appropriate Vice Presidents or
1494 designees. The President of the Academic Senate and the college representative of the
1495 collective bargaining unit each appoint one tenured faculty member to serve on the
1496 Tenure Review Committee.

1497
1498
1499 **ONLINE COMMITTEE**

1501 **Charge**

1502
1503 The Online Committee advises the Vice President of Instruction regarding issues
1504 related to online learning at the College. In addition, the committee assists discipline
1505 faculty in the preparation of distance education requests to the Curriculum Committee.
1506 The committee serves as a conduit of information among faculty, administration, and
1507 students by providing technological vision for issues related to online learning.

1508
1509 **Membership**

1510
1511 Membership is comprised of interested faculty, administrators, staff, and students.
1512

1513
1514 **HONORS**

1515
1516 **Charge**

1517
1518 The Honors Committee serves as an advisory committee to the vice President of
1519 Instruction relative to the college's Honors Program including the admission of students
1520 into the program, assessment of program effectiveness, the schedule rotation of Honors
1521 courses, proposals for new Honors courses, and the evaluation of existing Honors
1522 courses.

1523
1524 **Membership**

1525
1526 Membership is comprised of the Vice President of Instruction or designee, the Honors
1527 Coordinator, Honors Counselor, and interested administrators and faculty.
1528

1529
1530 **WORKFORCE DEVELOPMENT COMMITTEE**

1531
1532 **Charge**

1533
1534 This Workforce Development Committee reviews recommendations from the Career
1535 and Technical Education (CTE) advisory committees. The committee participates in the
1536 Perkins Grant allocation process and makes recommendations to the Perkins Grant
1537 administrator.

1538
1539 **Membership**

1540
1541 Membership is comprised of the Perkins Grant Administrator and includes
1542 representation from **vocational** career and technical certificate and degree areas as well
1543 as other interested administrators, faculty, classified staff, and students.
1544

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1546 **STUDENT SERVICES**

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CAMPUS LIFE AND COMMENCEMENT

Charge

This Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including commencement. The committee develops a campus-wide master calendar in coordination with the Director of Marketing.

Membership

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested administrators, faculty, classified staff, and students.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE

Charge

This Disabled Student Programs and Services (DSPC) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

Membership

Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.

STUDENT POLICIES & SCHOLASTIC STANDARDS

Charge

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

Membership

The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records Office, and one student.

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STUDENT SERVICES CABINET

Charge

The Student Services Cabinet reviews Student Services related issues and concerns in an advisory capacity to the Vice President of Student Services.

Membership

Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice President of Student Services.

STUDENT SERVICES COUNCIL

Charge

The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.

Membership

Membership is comprised of the Vice President of Student Services and the Student Services leadership team.

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES CABINET

Charge

Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.

Membership

Membership is comprised of the Vice President of Administrative Services and the Administrative Services Supervisors.

References: Education Code Sections 70901 - 70902(b)(7); Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);

WASC/ACCJC Accreditation Standard IV.A

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NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 2225 titled Collegial Consultation approved in 10/25/12. The language in **blue ink** is included for consideration. The language in **orange ink** is from CHC. The language in **green ink** is from SBVC.

Approved: 10/25/12

Revised:

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Legal Citations for AP 2510

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EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]

(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)

70901.

(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to

1689 assume primary responsibility for making recommendations in the areas of
1690 curriculum and academic standards.

1691 (2) Evaluate and issue annual reports on the fiscal and educational effectiveness
1692 of community college districts according to outcome measures cooperatively
1693 developed with those districts, and provide assistance when districts encounter
1694 severe management difficulties.

1695 (3) Conduct necessary systemwide research on community colleges and provide
1696 appropriate information services, including, but not limited to, definitions for the
1697 purpose of uniform reporting, collection, compilation, and analysis of data for
1698 effective planning and coordination, and dissemination of information.

1699 (4) Provide representation, advocacy, and accountability for the California
1700 Community Colleges before state and national legislative and executive
1701 agencies.

1702 (5) Administer state support programs, both operational and capital outlay, and
1703 those federally supported programs for which the board of governors has
1704 responsibility pursuant to state or federal law. In so doing, the board of
1705 governors shall do the following:

1706 (A) (i) Annually prepare and adopt a proposed budget for the California
1707 Community Colleges. The proposed budget shall, at a minimum, identify the
1708 total revenue needs for serving educational needs within the mission, the
1709 amount to be expended for the state general apportionment, the amounts
1710 requested for various categorical programs established by law, the amounts
1711 requested for new programs and budget improvements, and the amount
1712 requested for systemwide administration.

1713 (ii) The proposed budget for the California Community Colleges shall be
1714 submitted to the Department of Finance in accordance with established
1715 timelines for development of the annual Budget Bill.

1716 (B) To the extent authorized by law, establish the method for determining and
1717 allocating the state general apportionment.

1718 (C) Establish space and utilization standards for facility planning in order to
1719 determine eligibility for state funds for construction purposes.

1720 (6) Establish minimum conditions entitling districts to receive state aid for
1721 support of community colleges. In so doing, the board of governors shall
1722 establish and carry out a periodic review of each community college district to
1723 determine whether it has met the minimum conditions prescribed by the board
1724 of governors.

1725 (7) Coordinate and encourage interdistrict, regional, and statewide development
1726 of community college programs, facilities, and services.

1727 (8) Facilitate articulation with other segments of higher education with
1728 secondary education.

1729 (9) Review and approve comprehensive plans for each community college
1730 district. The plans shall be submitted to the board of governors by the
1731 governing board of each community college district.

1732 (10) Review and approve all educational programs offered by community
1733 college districts, and all courses that are not offered as part of an educational
1734 program approved by the board of governors.

1735 (11) Exercise general supervision over the formation of new community college
1736 districts and the reorganization of existing community college districts, including
1737 the approval or disapproval of plans therefor.

1738 (12) Notwithstanding any other provision of law, be solely responsible for
1739 establishing, maintaining, revising, and updating, as necessary, the uniform
1740 budgeting and accounting structures and procedures for the California
1741 Community Colleges.

1742 (13) Establish policies regarding interdistrict attendance of students.

1743 (14) Advise and assist governing boards of community college districts on the
1744 implementation and interpretation of state and federal laws affecting community
1745 colleges.

1746 (15) Contract for the procurement of goods and services, as necessary.

1747 (16) Carry out other functions as expressly provided by law.

1748 (c) Subject to, and in furtherance of, subdivision (a), the board of governors
1749 shall have full authority to adopt rules and regulations necessary and proper to
1750 execute the functions specified in this section as well as other functions that the
1751 board of governors is expressly authorized by statute to regulate.

1752 (d) Wherever in this section or any other statute a power is vested in the board
1753 of governors, the board of governors, by a majority vote, may adopt a rule
1754 delegating that power to the chancellor, or any officer, employee, or committee
1755 of the California Community Colleges, or community college district, as the
1756 board of governors may designate. However, the board of governors shall not
1757 delegate any power that is expressly made nondelegable by statute. Any rule
1758 delegating authority shall prescribe the limits of delegation.

1759 (e) In performing the functions specified in this section, the board of governors
1760 shall establish and carry out a process for consultation with institutional
1761 representatives of community college districts so as to ensure their participation
1762 in the development and review of policy proposals. The consultation process
1763 shall also afford community college organizations, as well as interested
1764 individuals and parties, an opportunity to review and comment on proposed
1765 policy before it is adopted by the board of governors.

1766 (f) This section shall become operative on January 1, 2014.
1767 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 3) by Stats. 2011, Ch. 112, Sec. 2. Effective January 1, 2012.*
1768 *Section operative January 1, 2014, by its own provisions.)*

1769 **70901.1.**

1770

1771 The Board of Governors of the California Community Colleges shall adopt
1772 regulations that permit the governing board of a community college district to
1773 allow applications for admission, student residency determination forms, and
1774 other documents to be submitted electronically. The regulations shall require
1775 that applicants and students be informed of the relative security of the
1776 information they submit electronically.

1777 *(Amended by Stats. 2005, Ch. 654, Sec. 1. Effective October 7, 2005.)*

1778 **70901.2.**

1779

1780 (a) Notwithstanding any other provision of law, when a classified staff
1781 representative is to serve on a college or district task force, committee, or other
1782 governance group, the exclusive representative of classified employees of that
1783 college or district shall appoint the representative for the respective bargaining
1784 unit members. The exclusive representative of the classified employees and the
1785 local governing board may mutually agree to an alternative appointment
1786 process through a memorandum of understanding. A local governing board may
1787 consult with other organizations of classified employees on shared governance
1788 issues that are outside the scope of bargaining. These organizations shall not
1789 receive release time, rights, or representation on shared governance task
1790 forces, committees, or other governance groups exceeding that offered to the
1791 exclusive representative of classified employees.

1792 (b) A local governing board shall determine a process for the selection of a
1793 classified staff representative to serve on those task forces, committees, or
1794 other governance groups in a situation where no exclusive representative
1795 exists.

1796 *(Added by Stats. 2001, Ch. 799, Sec. 1. Effective January 1, 2002.)*

1797 **70901.5.**

1798

1799 (a) The board of governors shall establish procedures for the adoption of rules
1800 and regulations governing the California Community Colleges. Among other
1801 matters, the procedures shall implement the following requirements:

1802 (1) Written notice of a proposed action shall be provided to each community
1803 college district and to all other interested parties and individuals, including the
1804 educational policy and fiscal committees of the Legislature and the Department
1805 of Finance, at least 45 days in advance of adoption. The regulations shall
1806 become effective no earlier than 30 days after adoption.

1807 (2) The proposed regulations shall be accompanied by an estimate, prepared in
1808 accordance with instructions adopted by the Department of Finance, of the
1809 effect of the proposed regulations with regard to the costs or savings to any
1810 state agency, the cost of any state-mandated local program as governed by
1811 Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the
1812 Government Code, any other costs or savings of local agencies, and the costs or
1813 savings in federal funding provided to state agencies.

1814 (3) The board of governors shall ensure that all proposed regulations of the
1815 board meet the standards of "necessity," "authority," "clarity," "consistency,"
1816 "reference," and "nonduplication," as those terms are defined in Section 11349
1817 of the Government Code. A district governing board or any other interested
1818 party may challenge any proposed regulatory action regarding the application of
1819 these standards.

1820 (4) Prior to the adoption of regulations, the board of governors shall consider
1821 and respond to all written and oral comments received during the comment
1822 period.

1823 (5) The effective date for a regulation shall be suspended if, within 30 days
1824 after adoption by the board of governors, at least two-thirds of all governing
1825 boards vote, in open session, to disapprove the regulation. With respect to any
1826 regulation so disapproved, the board of governors shall provide at least 45
1827 additional days for review, comment, and hearing, including at least one
1828 hearing before the board itself. After the additional period of review, comment,
1829 and hearing, the board may do any of the following:

1830 (A) Reject or withdraw the regulation.

1831 (B) Substantially amend the regulation to address the concerns raised during
1832 the additional review period, and then adopt the revised regulation. The
1833 regulation shall be treated as a newly adopted regulation, and shall go into
1834 effect in accordance with those procedures.

1835 (C) Readopt the regulation as originally adopted, or with those nonsubstantive,
1836 technical amendments deemed necessary to clarify the intent of the original
1837 regulation. If the board of governors decides to readopt a regulation, with or

1838 without technical amendments, it shall also adopt a written declaration and
1839 determination regarding the specific state interests it has found necessary to
1840 protect by means of the specific language or requirements of the regulation. A
1841 readopted regulation may then be challenged pursuant to existing law in a court
1842 of competent jurisdiction, and shall not be subject to any further appeal within
1843 the California Community Colleges.

1844 (6) As to any regulation which the Department of Finance determines would
1845 create a state-mandated local program cost, the board of governors shall not
1846 adopt the regulation until the Department of Finance has certified to the board
1847 of governors and to the Legislature that a source of funds is available to
1848 reimburse that cost.

1849 (7) Any district or other interested party may propose a new regulation or
1850 challenge any existing regulation.

1851 (b) Except as expressly provided by this section, and except as provided by
1852 resolution of the board of governors, the provisions of Chapter 3.5
1853 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the
1854 Government Code shall not apply to regulations adopted by the board of
1855 governors.

1856 *(Added by Stats. 1988, Ch. 973, Sec. 8. Operative January 1, 1990, by Sec. 71 of Ch. 973.)*

1857

1858

1859

1860 70902.

1861

1862 (a) (1) Every community college district shall be under the control of a board of
1863 trustees, which is referred to herein as the "governing board." The governing
1864 board of each community college district shall establish, maintain, operate, and
1865 govern one or more community colleges in accordance with law. In so doing,
1866 the governing board may initiate and carry on any program, activity, or may
1867 otherwise act in any manner that is not in conflict with or inconsistent with, or
1868 preempted by, any law and that is not in conflict with the purposes for which
1869 community college districts are established.

1870 (2) The governing board of each community college district shall establish rules
1871 and regulations not inconsistent with the regulations of the board of governors
1872 and the laws of this state for the government and operation of one or more
1873 community colleges in the district.

1874 (b) In furtherance of subdivision (a), the governing board of each community
1875 college district shall do all of the following:

- 1876 (1) Establish policies for, and approve, current and long-range academic and
1877 facilities plans and programs and promote orderly growth and development of
1878 the community colleges within the district. In so doing, the governing board
1879 shall, as required by law, establish policies for, develop, and approve,
1880 comprehensive plans. The governing board shall submit the comprehensive
1881 plans to the board of governors for review and approval.
- 1882 (2) Establish policies for and approve courses of instruction and educational
1883 programs. The educational programs shall be submitted to the board of
1884 governors for approval. Courses of instruction that are not offered in approved
1885 educational programs shall be submitted to the board of governors for approval.
1886 The governing board shall establish policies for, and approve, individual courses
1887 that are offered in approved educational programs, without referral to the board
1888 of governors.
- 1889 (3) Establish academic standards, probation and dismissal and readmission
1890 policies, and graduation requirements not inconsistent with the minimum
1891 standards adopted by the board of governors.
- 1892 (4) Employ and assign all personnel not inconsistent with the minimum
1893 standards adopted by the board of governors and establish employment
1894 practices, salaries, and benefits for all employees not inconsistent with the laws
1895 of this state.
- 1896 (5) To the extent authorized by law, determine and control the district's
1897 operational and capital outlay budgets. The district governing board shall
1898 determine the need for elections for override tax levies and bond measures and
1899 request that those elections be called.
- 1900 (6) Manage and control district property. The governing board may contract for
1901 the procurement of goods and services as authorized by law.
- 1902 (7) Establish procedures that are consistent with minimum standards
1903 established by the board of governors to ensure faculty, staff, and students the
1904 opportunity to express their opinions at the campus level, to ensure that these
1905 opinions are given every reasonable consideration, to ensure the right to
1906 participate effectively in district and college governance, and to ensure the right
1907 of academic senates to assume primary responsibility for making
1908 recommendations in the areas of curriculum and academic standards.
- 1909 (8) Establish rules and regulations governing student conduct.
- 1910 (9) Establish student fees as it is required to establish by law, and, in its
1911 discretion, fees as it is authorized to establish by law.
- 1912 (10) In its discretion, receive and administer gifts, grants, and scholarships.
- 1913 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
1914 the community college.

1915 (12) Within the framework provided by law, determine the district's academic
 1916 calendar, including the holidays it will observe.
 1917 (13) Hold and convey property for the use and benefit of the district. The
 1918 governing board may acquire by eminent domain any property necessary to
 1919 carry out the powers or functions of the district.
 1920 (14) Participate in the consultation process established by the board of
 1921 governors for the development and review of policy proposals.
 1922 (c) In carrying out the powers and duties specified in subdivision (b) or other
 1923 provisions of statute, the governing board of each community college district
 1924 shall have full authority to adopt rules and regulations, not inconsistent with the
 1925 regulations of the board of governors and the laws of this state, that are
 1926 necessary and proper to executing these prescribed functions.
 1927 (d) Wherever in this section or any other statute a power is vested in the
 1928 governing board, the governing board of a community college district, by
 1929 majority vote, may adopt a rule delegating the power to the district's chief
 1930 executive officer or any other employee or committee as the governing board
 1931 may designate. However, the governing board shall not delegate any power that
 1932 is expressly made nondelegable by statute. Any rule delegating authority shall
 1933 prescribe the limits of the delegation.
 1934 (e) This section shall become operative on January 1, 2014.
 1935 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012.*
 1936 *Section operative January 1, 2014, by its own provisions.)*

1937
 1938
 1939 **Title 5 Sections 53200 et seq., 51023.5, and 51023.7**

1940
 1941 Cal. Admin. Code tit. 5, s 53200

1942
 1943 TITLE 5. EDUCATION
 1944 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
 1945 CHAPTER 4. EMPLOYEES
 1946 SUBCHAPTER 2. CERTIFICATED POSITIONS
 1947 ARTICLE 2. ACADEMIC SENATES

1947 s 53200. Definitions.

1948
 1949 For the purpose of this Subchapter:

1950
 1951 (a) "Faculty" means those employees of a community college district who are employed in
 1952 positions that are not designated as supervisory or management for the purposes of Article 5
 1953 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government
 1954 Code, and for which minimum qualifications for hire are specified by the Board of Governors.
 1955

1956 (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in
 1957 accordance with the provisions of this Subchapter whose primary function, as the representative

1958 of the faculty, is to make recommendations to the administration of a college and to the
1959 governing board of a district with respect to academic and professional matters. For purposes of
1960 this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty
1961 council" or "faculty senate."

1962
1963 (c) "Academic and professional matters" means the following policy development and
1964 implementation matters:

1965
1966 (1) curriculum, including establishing prerequisites and placing courses within disciplines;
1967

1968 (2) degree and certificate requirements;
1969

1970 (3) grading policies;
1971

1972 (4) educational program development;
1973

1974 (5) standards or policies regarding student preparation and success;
1975

1976 (6) district and college governance structures, as related to faculty roles;
1977

1978 (7) faculty roles and involvement in accreditation processes, including self-study and annual
1979 reports;

1980 (8) policies for faculty professional development activities;
1981

1982 (9) processes for program review;
1983

1984 (10) processes for institutional planning and budget development; and
1985

1986 (11) other academic and professional matters as are mutually agreed upon between the
1987 governing board and the academic senate.
1988

1989 (d) "Consult collegially" means that the district governing board shall develop policies on
1990 academic and professional matters through either or both of the following methods, according to
1991 its own discretion:
1992

1993 (1) relying primarily upon the advice and judgment of the academic senate; or
1994

1995 (2) agreeing that the district governing board, or such representatives as it may designate, and
1996 the representatives of the academic senate shall have the obligation to reach mutual agreement
1997 by written resolution, regulation, or policy of the governing board effectuating such
1998 recommendations.
1999

2000
2001
2002 Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901
2003 and 70902, Education Code.
2004

2005
2006 53201. Academic Senate or Faculty Council.
2007

2008 In order that the faculty may have a formal and effective procedure for participating in the

2009 formation and implementation of district policies on academic and professional matters, an
2010 academic senate may be established at the college and/or district level.

2011
2012

2013 53202. Formation; Procedures; Membership.

2014

2015 The following procedure shall be used to establish an academic senate:

2016

2017 (a) The full-time faculty of a community college shall vote by secret ballot to form an academic
2018 senate.

2019

2020 (b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or
2021 not to form a district academic senate. Such vote shall be by secret ballot.

2022

2023 (c) The governing board of a district shall recognize the academic senate and authorize the
2024 faculty to:

2025

2026 (1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of
2027 the academic senate.

2028

2029 (2) Provide for the selection, in accordance with accepted democratic election procedures, the
2030 members of the academic senate.

2031

2032 (d) The full-time faculty may provide for the membership and participation of part-time faculty
2033 members in the academic senate.

2034

2035 (e) In the absence of any full-time faculty members in a community college, the part-time faculty
2036 of such community college may form an academic senate.

2037

2038

2039 53203. Powers.

2040

2041 (a) The governing board of a community college district shall adopt policies for appropriate
2042 delegation of authority and responsibility to its college and/or district academic senate. Among
2043 other matters, said policies, at a minimum, shall provide that the governing board or its
2044 designees will consult collegially with the academic senate when adopting policies and
2045 procedures on academic and professional matters. This requirement to consult collegially shall
2046 not limit other rights and responsibilities of the academic senate which are specifically provided
2047 in statute or other Board of Governors regulations.

2048

2049 (b) In adopting the policies and procedures described in Subsection (a), the governing board or
2050 its designees shall consult collegially with representatives of the academic senate.

2051

2052 (c) While in the process of consulting collegially, the academic senate shall retain the right to
2053 meet with or to appear before the governing board with respect to the views, recommendations,
2054 or proposals of the senate. In addition, after consultation with the administration of the college
2055 and/or district, the academic senate may present its views and recommendations to the
2056 governing board.

2057

2058 (d) The governing board of a district shall adopt procedures for responding to recommendations
2059 of the academic senate that incorporate the following:

2060
2061 (1) in instances where the governing board elects to rely primarily upon the advice and
2062 judgment of the academic senate, the recommendations of the senate will normally be
2063 accepted, and only in exceptional circumstances and for compelling reasons will the
2064 recommendations not be accepted. If a recommendation is not accepted, the governing board
2065 or its designee, upon request of the academic senate, shall promptly communicate its reasons
2066 in writing to the academic senate.

2067
2068 (2) in instances where the governing board elects to provide for mutual agreement with the
2069 academic senate, and agreement has not been reached, existing policy shall remain in effect
2070 unless continuing with such policy exposes the district to legal liability or causes substantial
2071 fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to
2072 legal liability or substantial fiscal hardship requires existing policy to be changed, the governing
2073 board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or
2074 organizational reasons.

2075
2076 (e) An academic senate may assume such responsibilities and perform such functions as may
2077 be delegated to it by the governing board of the district pursuant to Subsection (a).

2078
2079 (f) The appointment of faculty members to serve on college or district committees, task forces,
2080 or other groups dealing with academic and professional matters, shall be made, after
2081 consultation with the chief executive officer or his or her designee, by the academic senate.
2082 Notwithstanding this Subsection, the collective bargaining representative may seek to appoint
2083 faculty members to committees, task forces, or other groups.

2084
2085
2086 53204. Scope of Regulations.

2087
2088 Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty,
2089 nor to detract from any negotiated agreements between collective bargaining representatives
2090 and district governing boards. It is the intent of the Board of Governors to respect agreements
2091 between academic senates and collective bargaining representatives as to how they will
2092 consult, collaborate, share, or delegate among themselves the responsibilities that are or may
2093 be delegated to academic senates pursuant to these regulations.

2094
2095
2096 Cal. Admin. Code tit. 5, s 51023.5

2097
2098 TITLE 5. EDUCATION
2099 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
2100 CHAPTER 2. COMMUNITY COLLEGE STANDARDS
2101 SUBCHAPTER 1. MINIMUM CONDITIONS

2101 **s 51023.5. Staff.**

2102
2103 (a) The governing board of a community college district shall adopt policies and procedures that
2104 provide district and college staff the opportunity to participate effectively in district and college
2105 governance. At minimum, these policies and procedures shall include the following:

2106
2107 (1) Definitions or categories of positions or groups of positions other than faculty that compose
2108 the staff of the district and its college(s) that, for the purposes of this section, the governing
2109 board is required by law to recognize or chooses to recognize pursuant to legal authority. In

2110 addition, for the purposes of this section, management and nonmanagement positions or groups
2111 of positions shall be separately defined or categorized.
2112
2113 (2) Participation structures and procedures for the staff positions defined or categorized.
2114
2115 (3) In performing the requirements of subsections (a)(1) and (2), the governing board or its
2116 designees shall consult with the representatives of existing staff councils, committees,
2117 employee organizations, and other such bodies. Where no groups or structures for participation
2118 exist that provide representation for the purposes of this section for particular groups of staff, the
2119 governing board or its designees, shall broadly inform all staff of the policies and procedures
2120 being developed, invite the participation of staff, and provide opportunities for staff to express
2121 their views.
2122
2123 (4) Staff shall be provided with opportunities to participate in the formulation and development of
2124 district and college policies and procedures, and in those processes for jointly developing
2125 recommendations for action by the governing board, that the governing board reasonably
2126 determines, in consultation with staff, have or will have a significant effect on staff.
2127
2128 (5) Except in unforeseeable, emergency situations, the governing board shall not take action on
2129 matters significantly affecting staff until it has provided staff an opportunity to participate in the
2130 formulation and development of those matters through appropriate structures and procedures
2131 as determined by the governing board in accordance with the provisions of this Section.
2132
2133 (6) The policies and procedures of the governing board shall ensure that the recommendations
2134 and opinions of staff are given every reasonable consideration.
2135
2136 (7) When a college or district task force, committee, or other governance group, is used to
2137 consult with staff regarding implementation of this section or to deal with other issues which
2138 have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment
2139 of staff representatives shall be made as follows:
2140
2141 (A) The exclusive representative shall appoint representatives for the respective bargaining unit
2142 employees, unless the exclusive representative and the governing board mutually agree in a
2143 memorandum of understanding to an alternative appointment process.
2144
2145 (B) Where a group of employees is not represented by an exclusive agent, the appointment of a
2146 representative of such employees on any task force, committee or governance group shall be
2147 made by, or in consultation with, any other councils, committees, employee organizations, or
2148 other staff groups that the governing board has officially recognized in its policies and
2149 procedures for staff participation.
2150
2151 (C) When the task force, committee or governance group will deal with issues outside the scope
2152 of collective bargaining, any other council, committee or staff group, other than an exclusive
2153 agent, that the governing board has officially recognized in its policies and procedures for staff
2154 participation may be allowed to designate an additional representative. These organizations
2155 shall not receive release time, rights, or representation on such task forces, committees, or
2156 other governance groups exceeding that offered to the exclusive representative of classified
2157 employees.
2158
2159 (D) In all cases, representatives shall be selected from the category that they represent.
2160

2161 (b) In developing and carrying out policies and procedures pursuant to subsection (a), the
2162 district governing board shall ensure that its actions do not dominate or interfere with the
2163 formation or administration of any employee organization, or contribute financial or other
2164 support to it, or in any way encourage employees to join any organization in preference to
2165 another. In addition, in order to comply with Government Code sections 3540, et seq., such
2166 procedures for staff participation shall not intrude on matters within the scope of representation
2167 under section 3543.2 of the Government Code. Governing boards shall not interfere with the
2168 exercise of employee rights to form, join, and participate in the activities of employee
2169 organizations of their own choosing for the purpose of representation on all matters of
2170 employer-employee relations. Nothing in this section shall be construed to impinge upon or
2171 detract from any negotiations or negotiated agreements between exclusive representatives and
2172 district governing boards. It is the intent of the Board of Governors to respect lawful agreements
2173 between staff and exclusive representatives as to how they will consult, collaborate, share, or
2174 delegate among themselves the responsibilities that are or may be delegated to staff pursuant
2175 to these regulations.

2176
2177 (c) Nothing in this section shall be construed to impinge upon the policies and procedures
2178 governing the participation rights of faculty and students pursuant to sections 53200-53204, and
2179 section 51023.7, respectively.

2180
2181 (d) The governing board of a community college district shall comply substantially with the
2182 provisions of this section.

2183
2184
2185 Cal. Admin. Code tit. 5, s 51023.7

2186
2187 TITLE 5. EDUCATION
2188 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
2189 CHAPTER 2. COMMUNITY COLLEGE STANDARDS
2190 SUBCHAPTER 1. MINIMUM CONDITIONS

2191 **s 51023.7. Students.**

2192 (a) The governing board of a community college district shall adopt policies and procedures that
2193 provide students the opportunity to participate effectively in district and college governance.
2194 Among other matters, said policies and procedures shall include the following:

2195
2196 (1) Students shall be provided an opportunity to participate in formulation and development of
2197 district and college policies and procedures that have or will have a significant effect on
2198 students. This right includes the opportunity to participate in processes for jointly developing
2199 recommendations to the governing board regarding such policies and procedures.

2200
2201 (2) Except in unforeseeable, emergency situations, the governing board shall not take action on
2202 a matter having a significant effect on students until it has provided students with an opportunity
2203 to participate in the formulation of the policy or procedure or the joint development of
2204 recommendations regarding the action.

2205
2206 (3) Governing board procedures shall ensure that at the district and college levels,
2207 recommendations and positions developed by students are given every reasonable
2208 consideration.

2209
2210 (4) For the purpose of this Section, the governing board shall recognize each associated

2211 student organization or its equivalent within the district as provided by Education Code Section
2212 76060, as the representative body of the students to offer opinions and to make
2213 recommendations to the administration of a college and to the governing board of a district with
2214 regard to district and college policies and procedures that have or will have a significant effect
2215 on students. The selection of student representatives to serve on college or district committees,
2216 task forces, or other governance groups shall be made, after consultation with designated
2217 parties, by the appropriate officially recognized associated student organization(s) within the
2218 district.

2219
2220 (b) For the purposes of this Section, district and college policies and procedures that have or will
2221 have a "significant effect on students" includes the following:

2222
2223 (1) grading policies;

2224
2225 (2) codes of student conduct;

2226
2227 (3) academic disciplinary policies;

2228
2229 (4) curriculum development;

2230
2231 (5) courses or programs which should be initiated or discontinued;

2232
2233 (6) processes for institutional planning and budget development;

2234
2235 (7) standards and policies regarding student preparation and success;

2236
2237 (8) student services planning and development;

2238
2239 (9) student fees within the authority of the district to adopt; and

2240
2241 (10) any other district and college policy, procedure, or related matter that the district governing
2242 board determines will have a significant effect on students.

2243
2244 (c) The governing board shall give reasonable consideration to recommendations and positions
2245 developed by students regarding district and college policies and procedures pertaining to the
2246 hiring and evaluation of faculty, administration, and staff.

2247
2248 (d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty,
2249 nor to detract from any negotiations or negotiated agreements between collective bargaining
2250 agents and district governing boards. It is the intent of the Board of Governors to respect
2251 agreements between academic senates and collective bargaining agents as to how they will
2252 consult, collaborate, share or delegate among themselves the responsibilities that are or may be
2253 delegated to academic senates pursuant to the regulations on academic senates contained in
2254 Sections 53200-53206.

2255
2256 (e) The governing board of a community college district shall comply substantially with policies
2257 and procedures adopted in accordance with this Section.

2258
2259
2260 **Accreditation Standard IV.A**

2261

2262 **Standard IV: Leadership and Governance**

2263

2264 **The institution recognizes and utilizes the contributions of leadership throughout**
2265 **the organization for continuous improvement of the institution. Governance roles**
2266 **are designed to facilitate decisions that support student learning programs and**
2267 **services and improve institutional effectiveness, while acknowledging the**
2268 **designated responsibilities of the governing board and the chief administrator.**

2269

2270 **A. Decision-Making Roles and Processes**

2271 **The institution recognizes that ethical and effective leadership throughout the**
2272 **organization enables the institution to identify institutional values, set and**
2273 **achieve goals, learn, and improve.**

San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4070 AUDITING AND AUDITING FEES

(Replaces current SBCCD BP 4070)

NOTE: *The District is not required to permit auditing of courses; but if it does, the following policy applies.*

The District will provide students, who have been admitted are eligible to either college and with permission from the instructor, with opportunities to audit specific credit courses, with the permission of the instructor.

The fee for auditing courses shall be \$15.00 per unit. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

❖ **From current SBCCD BP 4070 titled Auditing**

Students may not audit courses.

Reference: Education Code Section 76370

NOTE: *The red ink signifies language that is legally advised and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 4070 titled Auditing approved on 5/13/04. The language in blue ink was suggested by District Assembly on 2/4/14. The language in green ink was suggested by SBVC.*

Adopted: 5/13/04

Revised:

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Legal Citation for BP 4070

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EDUCATION CODE SECTION 76370

76370. The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit per semester.

The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses.

In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4070 AUDITING AND AUDITING FEES

Application/Enrollment

- a. Students who have been admitted to one of the colleges in the District ~~may~~ are eligible to apply to audit courses at the college to which they have been admitted.
- b. Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.
- c. Auditing enrollment is permitted ~~only~~ on a space available basis, ~~solely upon the discretion of the instructor.~~
- d. A student may enroll in a course for audit ~~only~~ if he/she has not enrolled in that course for credit during the same semester.
- e. ~~Priority in class enrollment shall be given to students desiring to take the course for credit.~~

Process

- a. Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.
- b. Auditing will be permitted at the conclusion of the late registration period.
- c. Any instructor may refuse auditing without explanation.
- d. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- e. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.
- f. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.
- g. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

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Fees

- a. The fee for auditing will be assessed as determined by the current approved fee under the Education Code. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester. Students must also pay all required fees.
- b. Audited classes do not count toward units for ~~any purpose,~~ financial aid, veteran’s benefits, full time student status, **or any other purpose etc.**
- c. No refund will be permitted after enrollment unless the course is canceled.
- d. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

Attendance and Participation

- a. The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work.
- b. ~~Students auditing classes must abide by college and district policies. A student may be asked to leave the classroom by the instructor if s/he becomes disruptive.~~

Reference: [Education Code Section 76370](#)

NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** was suggested by District Assembly on 2/4/14. The language in **green ink** was suggested by SBVC.

Approved:

Legal Citation for AP 4070

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Education Code Section 76370

76370. The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit per semester.

The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses.

In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.



San Bernardino Community College District
Board Policy
Chapter 1 – The District

BP 1100 THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

(Replaces current SBCCD BP 1000)

❖ **From current SBCCD BP 1000 titled District Name**

The District has been named the San Bernardino Community College District. The name is the property of the District. No person shall, without the permission of the Board [of Trustees](#), use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and/or education centers:

- San Bernardino Valley College
701 So. Mt. Vernon Avenue
San Bernardino, CA 92410
- Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399
- [Technology and Educational Support Services](#) ~~Distributed Education & Technology Services~~
~~441 West 8th Street~~
~~San Bernardino, CA 92401~~
[1289 Bryn Mawr Avenue, Suite B](#)
[Redlands, CA 92374](#)
- District Office and Professional Development Center
114 S. Del Rosa Avenue
San Bernardino, CA 92408

- 44 • [Economic Development and Corporate Training](#)
45 [114 S. Del Rosa Avenue](#)
46 [San Bernardino, CA 92408](#)
47
- 48 • [Middle College High School](#)
49 [1260 W. Esperanza Street](#)
50 [San Bernardino, CA 92410](#)
51
- 52 • [KVCR TV-FM](#)
53 [701 S. Mt. Vernon Avenue](#)
54 [San Bernardino, CA 92408](#)
55

56 The District holds classes and conducts programs at [its campus locations and other off-](#)
57 [campus](#) sites, ~~belonging to Joint Power Agreement authorities. These include facilities~~
58 ~~operated by the San Bernardino County Sheriff, the San Bernardino County Fire~~
59 ~~Department, and other city and county agencies.~~

60
61 **References:** Education Code [§ Section 72000\(b\)](#);
62 [Elections Code Section 18304](#)
63
64

65 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
66 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
67 the current SBCCD BP 1000 titled District Name adopted on 1/11/01 and amended on 4/8/04. The
68 language in **blue ink** is included for consideration from the Board Policy Work Group on 1/30/14.
69

Adopted: 1/11/01
Revised: 4/8/04; _____

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71

Legal Citations for BP 1100

EDUCATION CODE SECTION 72000(b)

72000. (a) The district and its governing board may sue and be sued, and shall act in accordance with Section 70902.

(b) The district name shall be adopted and changed as follows:

(1) The first governing board of any new community college district shall, at the first meeting of the board or as soon as practicable thereafter, name the district. The district shall be designated as the "____ Community College District."

(2) The governing board of a community college district may, by resolution, change the name of the district or of any of the community colleges maintained by the district. However, the name shall continue to contain the words "Community College District" or "Community College," as appropriate.

(3) Whenever a petition is presented to the governing board of a community college district, signed by at least 15 qualified electors of any community college district, asking that the name of the district, be changed, the governing board shall, at its next regular meeting, designate a day upon which it will conduct a hearing and act upon the petition, which hearing shall not be less than 10 days nor more than 40 days after that regular meeting. The clerk of the governing board shall give notice to all interested parties by sending a notice of the time for the hearing of the petition. Notices shall be mailed at least 10 days before the day set for the hearing. At the hearing the board shall by resolution either grant or deny the petition, and if the petition is granted, the clerk shall notify the Board of Governors of the California Community Colleges of the change of the name of the district or of any community college maintained by the district.

(4) The name "____ Community College District" and the names of community colleges maintained by the district are the property of the district. No person shall, without permission of the board, use these names, or any abbreviation of them, or any name of which these words are a part in any of the following ways:

(A) To designate any business, social, political, religious, or other organization, including, but not limited to, any corporation, firm, partnership, association, group, activity or enterprise.

(B) To imply, indicate or otherwise suggest that any organization, or any product or service of the organization is connected or affiliated with, or is endorsed, favored or supported by, or is opposed by one or more California community

119 colleges, the Board of Governors of the California Community
120 Colleges, or the office of the Chancellor of the California
121 Community Colleges.

122 (C) To display, advertise, or announce these names publicly
123 at or in connection with any meeting, assembly, or
124 demonstration, or any propaganda, advertising or promotional
125 activity of any kind which has for its purpose or any part of
126 its purpose the support, endorsement, advancement, opposition or
127 defeat of any strike, lockout, or boycott or of any political,
128 religious, sociological, or economic movement, activity or
129 program.

130 (D) The provisions of this section shall not preclude the use
131 of the name "____ Community College" or "____ Community College
132 District" by any person or organization otherwise subject to
133 this section using the name immediately prior to the effective
134 date of this section, so long as the name is not used in
135 additional, different ways.

136 (E) Nothing in this section shall interfere with or restrict
137 the right of any person to make a true and accurate statement in
138 the course of stating his or her experience or qualifications
139 for any academic, governmental, business, or professional credit
140 or enrollment, or in connection with any academic, governmental,
141 professional or other employment whatsoever.

142 (5) Any reference to junior colleges or junior college
143 districts in any law shall be deemed to refer to community
144 colleges and community college districts, respectively.

145
146

147 **ELECTIONS CODE SECTION 18304**

148

149 **18304.** (a) Any person who uses or allows to be used any
150 reproduction or facsimile of the seal of the county or the seal
151 of a local government agency in any campaign literature or mass
152 mailing, as defined in Section 82041.5 of the Government **Code**,
153 with intent to deceive the voters, is guilty of a misdemeanor.

154 (b) For purposes of this section, the use of a reproduction
155 or facsimile of a seal in a manner that creates a misleading,
156 erroneous, or false impression that the document is authorized
157 by a public official is evidence of intent to deceive.

158 (c) For purposes of this section, the term "local government
159 agency" means a school district, special or other district, or
160 any other board, commission, or agency of local jurisdiction.

161

San Bernardino Community College District
Board Policy
Chapter 1 – The District

BP 1200 DISTRICT MISSION STATEMENT

(Replaces current SBCCD BP 1100)

District Strategic Planning is revising the Mission for consideration.

NOTE: *The language in red ink is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.*

❖ **From current SBCCD BP 1100 titled District Mission Statement**

The mission of the San Bernardino Community College District is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

This mission is achieved through the District's two colleges and public broadcast system (KVCR) by providing to the students and communities we serve high quality, effective and accountable instructional programs and services in the following areas:

- **Transfer education** programs that ensure the greatest possibility of success in baccalaureate programs.
- **General education** programs designed to give students a substantial and coherent exposure to the major broad domains of higher education.
- **Vocational/technical** education programs that offer opportunities in training, retraining, and skill building to provide business, industry and government with a qualified work force.
- **Workforce Development** program of fee-based classes that provides an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment.
- **Economic Development** programs that promote partnerships with corporate and commercial enterprise as well as government agencies to enhance the economic base of the community served.

- 43 • **Public Broadcasting System** – Service and infrastructure will be provided to the
44 community that contributes to the educational and communications needs of the
45 Inland Empire and partner with educational agencies and public agencies to
46 broaden the scope of services to the community.
- 47 • **Distributive Education** programs that are coordinated with the existing delivery
48 system and provide access and opportunity for all students to improve their
49 educational opportunities. These services to include increased access through
50 the infrastructure.

51
52 These instructional programs will be supported by specific student services as identified
53 below:

- 54 • **Comprehensive Support Services** enhanced by matriculation that provides for
55 counseling and guidance to encourage student growth and development through
56 assessment academic planning, career planning and personal development.
- 57 • **Developmental Program** services that provide under-prepared students with the
58 skills they need to enter transfer, general education, or vocational/technical
59 programs.
- 60 • **Disabled and Disadvantaged Student** services that provide students the
61 opportunity for equitable access to the educational offerings of the college.
- 62 • **Commitment to Diversity** will be provided by recognition and practice of equal
63 opportunity and access to a diverse student population.

64
65
66 This mission is carried out in an environment that encourages intellectual development,
67 enhances personal growth, and fosters openness to a wide range of ideas, culture and
68 people. Admission to these educational programs is open to adults, high school
69 graduates and others as identified by law who can profit from the instruction.

70
71 The Board of Trustees of the San Bernardino Community College District reaffirms the
72 role of the community colleges as defined in the California Master Plan for Higher
73 Education. The District has adopted and is committed to an Affirmative Action policy of
74 nondiscrimination in all of its dealings with students, employees, and the community.
75 This statement of mission is designed to assist the Board in carrying out its role and
76 responsibility in developing fiscal, physical, and human resources on behalf of the
77 people of this District.

78
79 The mission is evaluated and revised on a regular basis.

80
81 ~~**Note:** The Board of Trustees shall review the mission statement in preparation for each
82 self-study under the WASC/ACCJC standards.~~

83
84 **Reference:** WASC/ACCJC Accreditation Standard One !

85
86
87 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
88 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is

89 *from the current SBCCD BP 1100 titled District Mission Statement adopted on 1/11/01 and amended on*
90 *4/8/04. This document was reviewed by the Board Policy Work Group on 1/30/14*
91

Adopted: 1/11/01

Revised: 4/8/04; _____

92

93

Legal Citation for BP 1200

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.
2. The mission statement is approved by the governing board and published.
3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.
4. The institution's mission is central to institutional planning and decision making.

B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.
2. The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.
3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. Evaluation is based on analyses of both quantitative and qualitative data.

- 140 4. The institution provides evidence that the planning process is broad based, offers
141 opportunities for input by appropriate constituencies, allocates necessary
142 resources, and leads to improvement of institutional effectiveness.
143
- 144 5. The institution uses documented assessment results to communicate matters of
145 quality assurance to appropriate constituencies.
146
- 147 6. The institution assures the effectiveness of its ongoing planning and resource
148 allocation processes by systematically reviewing and modifying, as appropriate,
149 all parts of the cycle, including institutional and other research efforts.
150
- 151 7. The institution assesses its evaluation mechanisms through a systematic review
152 of their effectiveness in improving instructional programs, student support
153 services, and library and other learning support services.
154

San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2200 BOARD DUTIES AND RESPONSIBILITIES OF THE BOARD

(Replaces current SBCCD BP 2000 and BP 2270)

NOTE: Board duties and responsibilities are also reflected throughout the Board Policy Manual and are addressed in BP 2715 titled Code of Ethics/Standards of Practice. Insert local practice; sample concepts are provided below. Additional resources may be found in Chapter 7 of the League's Trustee Handbook and other publications on trusteeship.

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies. (see BP/AP 2410 titled Board Policies and Administrative Procedures)
- Select, hire, and evaluate the Chief Executive Officer
- Delegate power and authority to the Chief Executive Officer to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

❖ **From current SBCCD BP 2270 titled Board Imperatives**

The Board is committed to excellence and effectiveness in all the operations and entities that comprise the San Bernardino Community College District. It is committed to student access, retention and success and to prudent management of all the District's resources. The Board strives for and expects informed and excellent

43 governance and leadership from themselves and from all the key leaders of the
44 District.

45
46 To that end, the Board has established four Board Imperatives:

47
48 I. Institutional Effectiveness

49
50 II. Learning Centered Institution for Student Access, Retention, and Success

51
52 III. Resource Management for Efficiency, Effectiveness, and Excellence

53
54 IV. Enhanced and Informed Governance and Leadership

55
56 The Board directs the ~~Chancellor~~ Chief Executive Officer to ensure that each entity of
57 the ~~San Bernardino Community College~~ District develops and meets goals to ensure
58 that the Board's Imperatives are met.

59
60
61 **❖ From current SBCCD BP 2000 titled Duties and Responsibilities of the**
62 **Board**

63
64 In addition, the Board of Trustees is committed to fulfilling the following duties and
65 responsibilities:

66
67 **A. General**

- 68 1. Select the ~~chief administrative officer~~ Chief Executive Officer of the District.
- 69
70 2. Approve the college calendar and determine which holidays to observe and
71 on what days to observe them within the framework of providing the
72 necessary number of days of instruction to qualify for state apportionment.
73 The calendar shall be established after consultation with the District
74 constituencies.
- 75
76 3. Consider communications and requests from citizens or organizations on
77 matters of administration and policy.
- 78
79 4. Provide auxiliary services necessary to achieve the purposes of the
80 community college.
- 81
82 5. Approve and provide such classes, programs and facilities under the
83 provisions of the Community Service Act and the Civic Center Act as deemed
84 appropriate.
- 85
86 6. Notify the Board President or Chief Executive Officer ~~Secretary of the Board~~
87 when a member shall be absent from a Board meeting. Such notification
88 shall be given as far in advance of the meeting as possible.

89
90 7. Evaluate annually, in writing, the Chancellor's Chief Executive Officer's
91 performance using selected evaluation instruments.

92
93 8. Evaluate annually, in writing, the Board of Trustees performance using
94 selected evaluation instruments.

95
96 **B. Business**

97
98 1. Establish policies and approve long-range master plans for facilities, and
99 submit such plans to the Board of Governors for review and approval.

100
101 2. Determine and control the District budget and present the budget to County
102 authorities.

103
104 3. Consider reports of the financial condition of the District.

105
106 4. Provide for periodic audit of funds of the District as provided by law, including
107 those of student organizations, food services, bookstores, and others handled
108 under the supervision of the District.

109
110 5. Authorize expenditures of funds and approve payment for authorized
111 purchases.

112
113 6. Manage and control District property.

114
115 7. Contract for the procurement of such goods and services as authorized by
116 law.

117
118 8. Receive and administer gifts, grants, and scholarships.

119
120 **C. Educational**

121
122 1. Establish policies for, and approve, current and long-range educational plans
123 and programs, and promote orderly growth and development of the colleges
124 within the District.

125
126 2. Establish academic standards, probation and dismissal and readmission
127 policies, and graduation requirements not inconsistent with the minimum
128 standards adopted by the Board of Governors.

129
130 3. Approve courses, programs of instruction, and certificate and graduation
131 requirements.

132

- 133 4. Establish ad hoc citizen advisory committees and curricular
134 or vocational career and technical advisory committees, and appoint, upon
135 the recommendation of the Chancellor Chief Executive Officer, the members
136 of such committees.

137
138 **D. Personnel**

- 139
140 1. Employ and assign all personnel.
141
142 2. Establish employment practices, salaries, and benefits for all employees.
143
144 3. Serve as a Board of final appeal for employees and the public.
145
146 4. Act upon the recommendations of the Chancellor Chief Executive Officer
147 pertaining to the appointment or dismissal of District employees.
148

149 **E. Students**

- 150
151 1. Establish such student fees as authorized by law.
152
153 2. Establish rules and regulations governing student conduct.
154
155 3. Serve as a final appeal for complaints regarding administrative actions
156 against students, employees, and citizens of the ~~San Bernardino Community~~
157 ~~College District~~. The Board shall serve in its appellate role for students,
158 employees, and citizens only after a decision on the matter in contention has
159 been made by administrative action and then upon the basis of a request for
160 reconsideration of the matter to the Board. Appeals on grievances and
161 discipline matters of bargaining unit members will be handled in accordance
162 with the Collective Bargaining Agreements.
163

164 **References:** WASC/ACCJC Accreditation Standard IV.B.1.d;
165 Education Code Section 70902
166
167

168 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
169 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
170 from current SBCCD BP 2000 titled *Duties and Responsibilities of the Board* adopted on 1/11/01 and
171 amended on 4/08/04 and current SBCCD BP 2270 titled *Board Imperatives* adopted on 11/6/08. The
172 language in **blue ink** is included for consideration. The language in **green ink** was added by the Board
173 Policy Work Group on 2/18/14.
174

Adopted: 1/11/01 (BP 2000); 11/6/08 (BP 2270)

Revised: 4/8/04, _____

175
176

177 **Legal Citations for BP 2200**

178
179
180 **Accreditation Standard IV.B.1d**

181
182 **Standard IV: Leadership and Governance**

183
184 **B. Board and Administrative Organization**

185
186 **In addition to the leadership of individuals and constituencies, institutions recognize the**
187 **designated responsibilities of the governing board for setting policies and of the chief**
188 **administrator for the effective operation of the institution. Multi-college districts/systems**
189 **clearly define the organizational roles of the district/system and the colleges.6**
190

191 **1.** The institution has a governing board that is responsible for establishing policies to assure
192 the quality, integrity, and effectiveness of the student learning programs and services and the
193 financial stability of the institution. The governing board adheres to a clearly defined policy for
194 selecting and evaluating the chief administrator for the college or the district/system.

195
196 **c.** The governing board has ultimate responsibility for educational quality, legal matters, and
197 financial integrity.

198
199 **d.** The institution or the governing board publishes the board bylaws and policies specifying the
200 board's size, duties, responsibilities, structure, and operating procedures.
201

202
203 **EDUCATION CODE - EDC**

204 **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**

205 *(Title 3 enacted by Stats. 1976, Ch. 1010.)*

206 **DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]**

207 *(Division 7 enacted by Stats. 1976, Ch. 1010.)*

208 **PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]**

209 *(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)*

210 **70902.**

211 (a) (1) Every community college district shall be under the control of a board of
212 trustees, which is referred to herein as the "governing board." The governing
213 board of each community college district shall establish, maintain, operate, and
214 govern one or more community colleges in accordance with law. In so doing,
215 the governing board may initiate and carry on any program, activity, or may
216 otherwise act in any manner that is not in conflict with or inconsistent with, or
217 preempted by, any law and that is not in conflict with the purposes for which
218 community college districts are established.

219 (2) The governing board of each community college district shall establish rules
220 and regulations not inconsistent with the regulations of the board of governors

221 and the laws of this state for the government and operation of one or more
222 community colleges in the district.

223 (b) In furtherance of subdivision (a), the governing board of each community
224 college district shall do all of the following:

225 (1) Establish policies for, and approve, current and long-range academic and
226 facilities plans and programs and promote orderly growth and development of
227 the community colleges within the district. In so doing, the governing board
228 shall, as required by law, establish policies for, develop, and approve,
229 comprehensive plans. The governing board shall submit the comprehensive
230 plans to the board of governors for review and approval.

231 (2) Establish policies for and approve courses of instruction and educational
232 programs. The educational programs shall be submitted to the board of
233 governors for approval. Courses of instruction that are not offered in approved
234 educational programs shall be submitted to the board of governors for approval.
235 The governing board shall establish policies for, and approve, individual courses
236 that are offered in approved educational programs, without referral to the board
237 of governors.

238 (3) Establish academic standards, probation and dismissal and readmission
239 policies, and graduation requirements not inconsistent with the minimum
240 standards adopted by the board of governors.

241 (4) Employ and assign all personnel not inconsistent with the minimum
242 standards adopted by the board of governors and establish employment
243 practices, salaries, and benefits for all employees not inconsistent with the laws
244 of this state.

245 (5) To the extent authorized by law, determine and control the district's
246 operational and capital outlay budgets. The district governing board shall
247 determine the need for elections for override tax levies and bond measures and
248 request that those elections be called.

249 (6) Manage and control district property. The governing board may contract for
250 the procurement of goods and services as authorized by law.

251 (7) Establish procedures that are consistent with minimum standards
252 established by the board of governors to ensure faculty, staff, and students the
253 opportunity to express their opinions at the campus level, to ensure that these
254 opinions are given every reasonable consideration, to ensure the right to
255 participate effectively in district and college governance, and to ensure the right

256 of academic senates to assume primary responsibility for making
257 recommendations in the areas of curriculum and academic standards.

258 (8) Establish rules and regulations governing student conduct.

259 (9) Establish student fees as it is required to establish by law, and, in its
260 discretion, fees as it is authorized to establish by law.

261 (10) In its discretion, receive and administer gifts, grants, and scholarships.

262 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
263 the community college.

264 (12) Within the framework provided by law, determine the district's academic
265 calendar, including the holidays it will observe.

266 (13) Hold and convey property for the use and benefit of the district. The
267 governing board may acquire by eminent domain any property necessary to
268 carry out the powers or functions of the district.

269 (14) Participate in the consultation process established by the board of
270 governors for the development and review of policy proposals.

271 (c) In carrying out the powers and duties specified in subdivision (b) or other
272 provisions of statute, the governing board of each community college district
273 shall have full authority to adopt rules and regulations, not inconsistent with the
274 regulations of the board of governors and the laws of this state, that are
275 necessary and proper to executing these prescribed functions.

276 (d) Wherever in this section or any other statute a power is vested in the
277 governing board, the governing board of a community college district, by
278 majority vote, may adopt a rule delegating the power to the district's chief
279 executive officer or any other employee or committee as the governing board
280 may designate. However, the governing board shall not delegate any power that
281 is expressly made nondelegable by statute. Any rule delegating authority shall
282 prescribe the limits of the delegation.

283 (e) This section shall become operative on January 1, 2014.

284 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective*
285 *January 1, 2012. Section operative January 1, 2014, by its own provisions.)*
286

San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

(Replaces current SBCCD BP 2045)

NOTE: The current SBCCD policy language parallels the language recommended by the Policy and Procedure Service.

❖ From current SBCCD BP 2045 titled Policies and Administrative Procedures

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the ~~Chancellor~~ Chief Executive Officer as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the ~~Chancellor~~ Chief Executive Officer and/or as required by revisions to laws and regulations.

At the July Regular Board of Trustees Meeting, ~~t~~The Chancellor Chief Executive Officer shall, ~~annually~~ present each member of the Board with copies of any revisions of administrative ~~regulations~~ procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

44 Copies of all Board policies and administrative procedures shall be readily available to
45 District employees on the District's website.

46

47 **Reference:** Education Code Section 70902;
48 WASC/ACCJC Accreditation Standard IV.B.1.b & e

49

50

51 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
52 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
53 from the current SBCCD BP 2045 titled Policies and Administrative Procedures adopted on 10/14/10.
54 The language in **blue ink** is included for consideration. The language in **green ink** was added by the
55 Board Policy Work Group on 2/18/14.

56

Adopted: 10/14/10

Revised:

57

58

59 **Legal Citations for BP 2410**

60
61 **EDUCATION CODE - EDC**

62 **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**

63 *(Title 3 enacted by Stats. 1976, Ch. 1010.)*

64 **DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]**

65 *(Division 7 enacted by Stats. 1976, Ch. 1010.)*

66 **PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]**

67 *(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)*

68 **70902.**

69 (a) (1) Every community college district shall be under the control of a board of
70 trustees, which is referred to herein as the "governing board." The governing
71 board of each community college district shall establish, maintain, operate, and
72 govern one or more community colleges in accordance with law. In so doing,
73 the governing board may initiate and carry on any program or activity, or may
74 otherwise act, in any manner that is not in conflict with, inconsistent with, or
75 preempted by, any law, and that is not in conflict with the purposes for which
76 community college districts are established.

77 (2) The governing board of each community college district shall establish rules
78 and regulations not inconsistent with the regulations of the board of governors
79 and the laws of this state for the government and operation of one or more
80 community colleges in the district.

81 (b) In furtherance of subdivision (a), the governing board of each community
82 college district shall do all of the following:

83 (1) Establish policies for, and approve, current and long-range academic and
84 facilities plans and programs, and promote orderly growth and development of
85 the community colleges within the district. In so doing, the governing board
86 shall, as required by law, establish policies for, develop, and approve,
87 comprehensive plans. The governing board shall submit the comprehensive
88 plans to the board of governors for review and approval.

89 (2) (A) Establish policies for and approve credit courses of instruction and
90 educational programs. The educational programs shall be submitted to the
91 board of governors for approval. A credit course of instruction that is not offered
92 in an approved educational program may be offered without the approval of the
93 board of governors only under conditions authorized by regulations adopted by
94 the board of governors.

- 95 (B) The governing board shall establish policies for, and approve, individual
96 courses that are offered in approved educational programs, without referral to
97 the board of governors.
- 98 (3) Establish academic standards, probation, dismissal, and readmission
99 policies, and graduation requirements not inconsistent with the minimum
100 standards adopted by the board of governors.
- 101 (4) Employ and assign all personnel not inconsistent with the minimum
102 standards adopted by the board of governors, and establish employment
103 practices, salaries, and benefits for all employees not inconsistent with the laws
104 of this state.
- 105 (5) To the extent authorized by law, determine and control the district's
106 operational and capital outlay budgets. The district governing board shall
107 determine the need for elections for override tax levies and bond measures, and
108 request that those elections be called.
- 109 (6) Manage and control district property. The governing board may contract for
110 the procurement of goods and services as authorized by law.
- 111 (7) Establish procedures not inconsistent with minimum standards established
112 by the board of governors to ensure faculty, staff, and students the opportunity
113 to express their opinions at the campus level, to ensure that these opinions are
114 given every reasonable consideration, to ensure the right to participate
115 effectively in district and college governance, and to ensure the right of
116 academic senates to assume primary responsibility for making
117 recommendations in the areas of curriculum and academic standards.
- 118 (8) Establish rules and regulations governing student conduct.
- 119 (9) Establish student fees as it is required to establish by law, and, in its
120 discretion, fees as it is authorized to establish by law.
- 121 (10) In its discretion, receive and administer gifts, grants, and scholarships.
- 122 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
123 the community college.
- 124 (12) Within the framework provided by law, determine the district's academic
125 calendar, including the holidays it will observe.
- 126 (13) Hold and convey property for the use and benefit of the district. The
127 governing board may acquire, by eminent domain, any property necessary to
128 carry out the powers or functions of the district.

129 (14) Participate in the consultation process established by the board of
130 governors for the development and review of policy proposals.

131 (c) In carrying out the powers and duties specified in subdivision (b) or other
132 provisions of statute, the governing board of each community college district
133 shall have full authority to adopt rules and regulations, not inconsistent with the
134 regulations of the board of governors and the laws of this state, that are
135 necessary and proper to executing these prescribed functions.

136 (d) Wherever in this section or any other statute a power is vested in the
137 governing board, the governing board of a community college district, by
138 majority vote, may adopt a rule delegating the power to the district's chief
139 executive officer or any other employee or committee as the governing board
140 may designate. However, the governing board shall not delegate any power that
141 is expressly made nondelegable by statute. Any rule delegating authority shall
142 prescribe the limits of the delegation.

143 (e) This section shall remain in effect only until January 1, 2014, and as of that
144 date is repealed, unless a later enacted statute, that is enacted before January
145 1, 2014, deletes or extends that date.

146 *(Amended (as amended by Stats. 2006, Ch. 817, Sec. 4) by Stats. 2011, Ch. 112, Sec. 3. Effective*
147 *January 1, 2012. Repealed as of January 1, 2014, by its own provisions. See later operative version,*
148 *as amended by Sec. 4 of Ch. 112.)*

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151

152 **EDUCATION CODE - EDC**
153 **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**

154 *(Title 3 enacted by Stats. 1976, Ch. 1010.)*
155 **DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]**

156 *(Division 7 enacted by Stats. 1976, Ch. 1010.)*
157 **PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]**

158 *(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)*

159 **70902.**

160 (a) (1) Every community college district shall be under the control of a board of
161 trustees, which is referred to herein as the "governing board." The governing
162 board of each community college district shall establish, maintain, operate, and
163 govern one or more community colleges in accordance with law. In so doing,
164 the governing board may initiate and carry on any program, activity, or may
165 otherwise act in any manner that is not in conflict with or inconsistent with, or

166 preempted by, any law and that is not in conflict with the purposes for which
167 community college districts are established.

168 (2) The governing board of each community college district shall establish rules
169 and regulations not inconsistent with the regulations of the board of governors
170 and the laws of this state for the government and operation of one or more
171 community colleges in the district.

172 (b) In furtherance of subdivision (a), the governing board of each community
173 college district shall do all of the following:

174 (1) Establish policies for, and approve, current and long-range academic and
175 facilities plans and programs and promote orderly growth and development of
176 the community colleges within the district. In so doing, the governing board
177 shall, as required by law, establish policies for, develop, and approve,
178 comprehensive plans. The governing board shall submit the comprehensive
179 plans to the board of governors for review and approval.

180 (2) Establish policies for and approve courses of instruction and educational
181 programs. The educational programs shall be submitted to the board of
182 governors for approval. Courses of instruction that are not offered in approved
183 educational programs shall be submitted to the board of governors for approval.
184 The governing board shall establish policies for, and approve, individual courses
185 that are offered in approved educational programs, without referral to the board
186 of governors.

187 (3) Establish academic standards, probation and dismissal and readmission
188 policies, and graduation requirements not inconsistent with the minimum
189 standards adopted by the board of governors.

190 (4) Employ and assign all personnel not inconsistent with the minimum
191 standards adopted by the board of governors and establish employment
192 practices, salaries, and benefits for all employees not inconsistent with the laws
193 of this state.

194 (5) To the extent authorized by law, determine and control the district's
195 operational and capital outlay budgets. The district governing board shall
196 determine the need for elections for override tax levies and bond measures and
197 request that those elections be called.

198 (6) Manage and control district property. The governing board may contract for
199 the procurement of goods and services as authorized by law.

200 (7) Establish procedures that are consistent with minimum standards
201 established by the board of governors to ensure faculty, staff, and students the

202 opportunity to express their opinions at the campus level, to ensure that these
203 opinions are given every reasonable consideration, to ensure the right to
204 participate effectively in district and college governance, and to ensure the right
205 of academic senates to assume primary responsibility for making
206 recommendations in the areas of curriculum and academic standards.

207 (8) Establish rules and regulations governing student conduct.

208 (9) Establish student fees as it is required to establish by law, and, in its
209 discretion, fees as it is authorized to establish by law.

210 (10) In its discretion, receive and administer gifts, grants, and scholarships.

211 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
212 the community college.

213 (12) Within the framework provided by law, determine the district's academic
214 calendar, including the holidays it will observe.

215 (13) Hold and convey property for the use and benefit of the district. The
216 governing board may acquire by eminent domain any property necessary to
217 carry out the powers or functions of the district.

218 (14) Participate in the consultation process established by the board of
219 governors for the development and review of policy proposals.

220 (c) In carrying out the powers and duties specified in subdivision (b) or other
221 provisions of statute, the governing board of each community college district
222 shall have full authority to adopt rules and regulations, not inconsistent with the
223 regulations of the board of governors and the laws of this state, that are
224 necessary and proper to executing these prescribed functions.

225 (d) Wherever in this section or any other statute a power is vested in the
226 governing board, the governing board of a community college district, by
227 majority vote, may adopt a rule delegating the power to the district's chief
228 executive officer or any other employee or committee as the governing board
229 may designate. However, the governing board shall not delegate any power that
230 is expressly made nondelegable by statute. Any rule delegating authority shall
231 prescribe the limits of the delegation.

232 (e) This section shall become operative on January 1, 2014.

233 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective*
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235
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244 **CHAPTER 2. Meetings and Members [72101 - 72129]**
245 (*Chapter 2 enacted by Stats. 1976, Ch. 1010.*)
246
247 **ARTICLE 2. Meetings [72121 - 72129]**
248 (*Article 2 enacted by Stats. 1976, Ch. 1010.*)
249
250 **72121.**

251 Except as provided in Sections 54957 and 54957.6 of the Government Code and
252 in Section 72122 of, and subdivision (c) of Section 48914 of, this code, all
253 meetings of the governing board of any community college district shall be open
254 to the public, and all actions authorized or required by law of the governing
255 board shall be taken at the meetings and shall be subject to the following
256 requirements:

257 (a) Minutes shall be taken at all of those meetings, recording all actions taken
258 by the governing board. The minutes are public records and shall be available to
259 the public.

260 (b) An agenda shall be posted by the governing board, or its designee, in
261 accordance with the requirements of Section 54954.2 of the Government Code.
262 Any interested person may commence an action by mandamus or injunction
263 pursuant to Section 54960.1 of the Government Code for the purpose of
264 obtaining a judicial determination that any action taken by the governing board
265 in violation of this subdivision or subdivision (b) of Section 72129 is null and
266 void.

267 (*Amended by Stats. 1986, Ch. 641, Sec. 3.*)

268 **72121.5.**

269 It is the intent of the Legislature that members of the public be able to place
270 matters directly related to community college district business on the agenda of
271 community college district governing board meetings, and that members of the
272 public be able to address the board regarding items on the agenda as such

273 items are taken up. Governing boards shall adopt reasonable regulations to
274 insure that this intent is carried out. Such regulations may specify reasonable
275 procedures to insure the proper functioning of governing board meetings.
276 This subdivision shall not preclude the taking of testimony at regularly
277 scheduled meetings on matters not on the agenda which any member of the
278 public may wish to bring before the board, provided that no action is taken by
279 the board on such matters at the same meeting at which such testimony is
280 taken. Nothing in this paragraph shall be deemed to limit further discussion on
281 the same subject matter at a subsequent meeting.

282 *(Added by Stats. 1978, Ch. 522.)*

283 [72122.](#)

284 The governing board of a community college district shall, unless a request by
285 the student has been made pursuant to this section, hold closed sessions if the
286 board is considering the suspension of, or disciplinary action or any other action
287 in connection with any student of the community college district, if a public
288 hearing upon the question would lead to the giving out of information
289 concerning students which would be in violation of state or federal law
290 regarding the privacy of student records.

291 Before calling a closed session of the governing board of the district to consider
292 these matters, the governing board of the district shall, in writing, by registered
293 or certified mail or by personal service, if the student is a minor, notify the
294 student and his or her parent or guardian, or the student if the student is an
295 adult, of the intent of the governing board of the district to call and hold the
296 closed session. Unless the student, or his or her parent, or guardian shall, in
297 writing, within 48 hours after receipt of the written notice of intention, request
298 that the hearing of the governing board be held as a public meeting, then the
299 hearing to consider those matters shall be conducted by the governing board in
300 closed session. If the written request is served upon the clerk or secretary of
301 the governing board, the meeting shall be public except that any discussion at
302 the meeting that might be in conflict with the right to privacy of any student
303 other than the student requesting the public meeting or on behalf of whom the
304 meeting is requested, shall be in closed session. Whether the matter is
305 considered at a closed session or at a public meeting, the final action of the
306 governing board of the community college district shall be taken at a public
307 meeting and the result of that action shall be a public record of the community
308 college district.

309 The governing board of a community college district may hold closed sessions to
310 consider the conferring of honorary degrees or to consider gifts from a donor
311 who wants to remain anonymous.

312 *(Amended by Stats. 1990, Ch. 1372, Sec. 307.)*

313 72129.

314

315 (a) Special meetings may be held at the call of the president of the board or
316 upon a call issued in writing and signed by a majority of the members of the
317 board.

318 (b) A notice of the meeting shall be posted at least 24 hours prior to the special
319 meeting and shall specify the time and location of the meeting and the business
320 to be transacted and shall be posted in a location that is freely accessible to
321 members of the public and district employees.

322 *(Amended by Stats. 1986, Ch. 641, Sec. 4.)*

323

324 72203.5.

325

326 A member of the governing board of a community college district who has
327 tendered a resignation with a deferred effective date pursuant to Section 5090
328 shall, until the effective date of the resignation, continue to have the right to
329 exercise all powers of a member of the governing board, except that such
330 member shall not have the right to vote for his or her successor in an action
331 taken by the board to make a provisional appointment pursuant to Section
332 5091.

333 *(Added by Stats. 1978, Ch. 267.)*

334 72205.

335

336 The approval of any state agency shall not be a prerequisite to acceptance by
337 the governing board of any community college district of a gift, donation,
338 bequest, or devise. No real or personal property, including money, accepted by
339 a governing board pursuant to this section shall be considered in determining

340 the eligibility of the district for an apportionment from the State School Fund
341 nor in determining the amount thereof.
342 *(Added by Stats. 1993, Ch. 8, Sec. 28. Effective April 15, 1993.)*

343 [72207.](#)

344 The governing board of a community college district may secure copyrights, in
345 the name of the district, to all copyrightable works developed by the district,
346 and royalties or revenue from said copyrights are to be for the benefit of the
347 district securing said copyrights.
348 *(Enacted by Stats. 1976, Ch. 1010.)*

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351 **Accreditation Standard IV.B.1.b & e**

352

353 **Standard IV: Leadership and Governance**

354

355 **B. Board and Administrative Organization**

356

357 **In addition to the leadership of individuals and constituencies, institutions**
358 **recognize the designated responsibilities of the governing board for setting**
359 **policies and of the chief administrator for the effective operation of the**
360 **institution. Multi-college districts/systems clearly define the organizational roles**
361 **of the district/system and the colleges.**

362

363 **1.** The institution has a governing board that is responsible for establishing policies to
364 assure the quality, integrity, and effectiveness of the student learning programs and
365 services and the financial stability of the institution. The governing board adheres to a
366 clearly defined policy for selecting and evaluating the chief administrator for the college
367 or the district/system.

368

369 **b.** The governing board establishes policies consistent with the mission statement to
370 ensure the quality, integrity, and improvement of student learning programs and
371 services and the resources necessary to support them.

372

373 **e.** The governing board acts in a manner consistent with its policies and bylaws. The
374 board **regularly evaluates** its policies and practices and revises them as necessary.

375

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

(Replaces current SBCCD AP 2045)

Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

❖ From current SBCCD AP 2045 titled Policies and Administrative Procedures

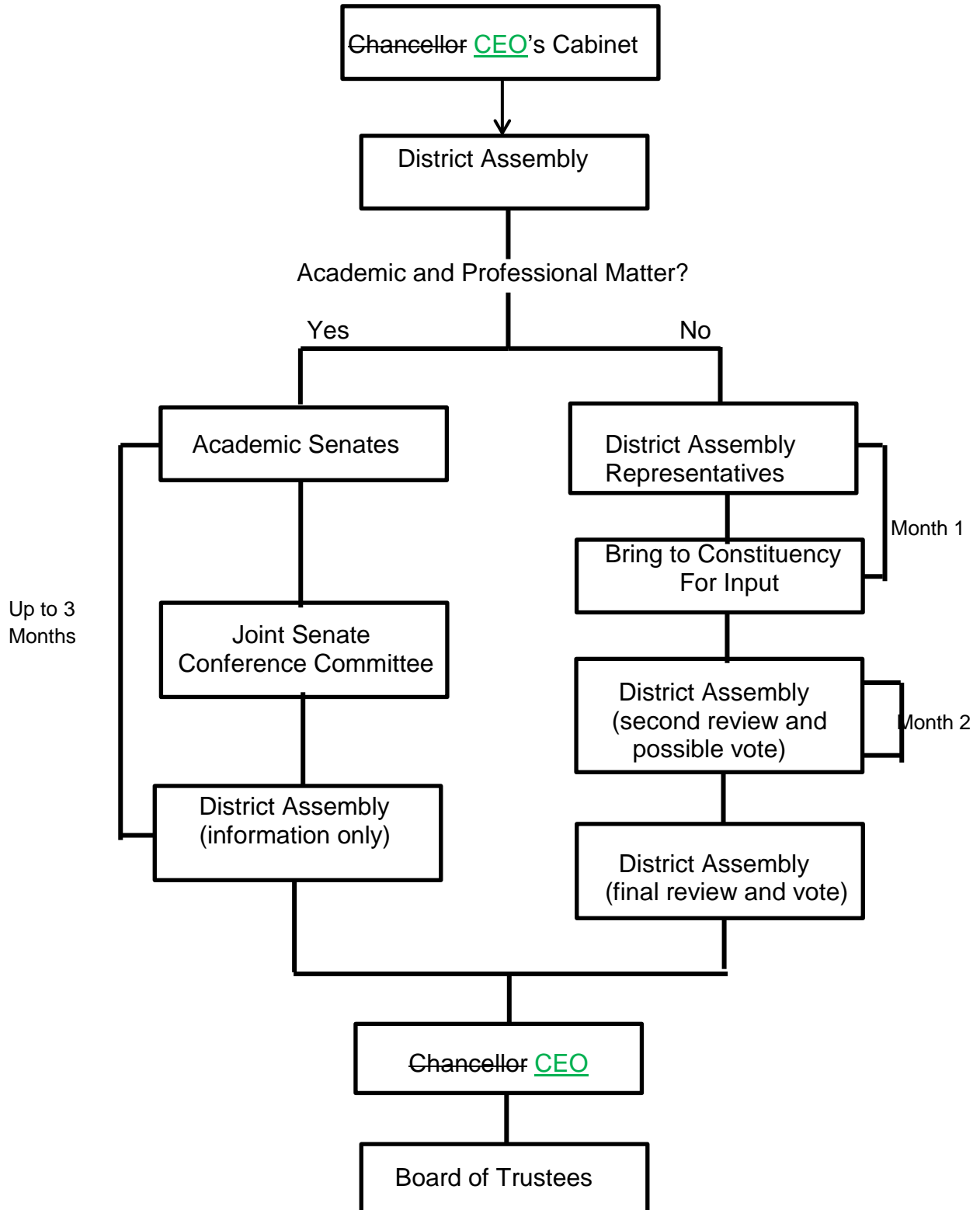
The Chancellor Chief Executive Officer, through the Collegial Consultation process, has the authority to develop new Board Policies and Administrative Procedures. The process for developing or changing administrative procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure will be submitted in writing to the Chancellor's Chief Executive Officer's Cabinet.
2. If approved for consideration by the Chancellor's Chief Executive Officer's Cabinet, the proposal will be shared with District Assembly and given to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."
3. If the proposal is deemed to be an academic and professional matter:
 - a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, bearing in mind Title 5 and relevant state regulations.
 - b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to iron out any differences.

- 44 c. The proposal will then be submitted to the District Assembly as an
45 information item.
46
- 47 4. If the proposal is deemed not to be an academic and professional matter:
48 a. The proposal will be submitted for consideration to the District Assembly,
49 which will have up to 3 months to review and suggest changes. The
50 proposal will simultaneously be submitted to the Academic and Classified
51 Senates as an information item. (See 4.d below.)
52 b. The District Assembly will may, when appropriate, assign a subcommittee
53 comprised of all campus constituencies, which will review and suggest
54 appropriate changes to the proposal, bearing in mind Title 5 and relevant
55 state regulations.
56 c. After the subcommittee has completed its review, the proposal will be
57 submitted to the District Assembly for final review.
58 d. If the Senate at either campus disagrees with the presidents' assessment
59 and deems the proposal an academic and professional matter, the
60 proposal will be removed from District Assembly consideration and
61 submitted to the Senates, as per Step 3 above.
62 e. After Step 3 or 4 above, the proposal will be submitted to
63 the ~~Chancellor~~ Chief Executive Officer. If the proposal concerns a Board
64 Policy, the ~~Chancellor~~ Chief Executive Officer will submit it to the Board for
65 a first reading and/or approval. The ~~Chancellor~~ Chief Executive Officer
66 will submit changes in Administrative Procedures to the Board for
67 information only.

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Flow Chart for Changes to Board Policies or Administrative Procedures



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References: [Education Code Section 70902;](#)
[WASC/ACCJC Accreditation Standard IV.B.1.b & e](#)

NOTE: The **red ink** signifies language that is **required by accreditation** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 2045 titled Policies and Administrative Procedures approved on 10/20/11 (flowchart dated 9/8/11). The language in **blue ink** is included for consideration. The language in **green ink** was added by the Board Policy Work Group on 2/18/14.

Approved: 10/20/11

Revised:

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129 **Legal Citations for AP 2410**

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132 **EDUCATION CODE - EDC**

133 **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**

134 *(Title 3 enacted by Stats. 1976, Ch. 1010.)*

135 **DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]**

136 *(Division 7 enacted by Stats. 1976, Ch. 1010.)*

137 **PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]**

138 *(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)*

139 **70902.**

140 (a)(1) Every community college district shall be under the control of a board of
141 trustees, which is referred to herein as the "governing board." The governing
142 board of each community college district shall establish, maintain, operate, and
143 govern one or more community colleges in accordance with law. In so doing,
144 the governing board may initiate and carry on any program or activity, or may
145 otherwise act, in any manner that is not in conflict with, inconsistent with, or
146 preempted by, any law, and that is not in conflict with the purposes for which
147 community college districts are established.

148 (2) The governing board of each community college district shall establish rules
149 and regulations not inconsistent with the regulations of the board of governors
150 and the laws of this state for the government and operation of one or more
151 community colleges in the district.

152 (b) In furtherance of subdivision (a), the governing board of each community
153 college district shall do all of the following:

154 (1) Establish policies for, and approve, current and long-range academic and
155 facilities plans and programs, and promote orderly growth and development of
156 the community colleges within the district. In so doing, the governing board
157 shall, as required by law, establish policies for, develop, and approve,
158 comprehensive plans. The governing board shall submit the comprehensive
159 plans to the board of governors for review and approval.

160 (2) (A) Establish policies for and approve credit courses of instruction and
161 educational programs. The educational programs shall be submitted to the
162 board of governors for approval. A credit course of instruction that is not offered
163 in an approved educational program may be offered without the approval of the
164 board of governors only under conditions authorized by regulations adopted by
165 the board of governors.

- 166 (B) The governing board shall establish policies for, and approve, individual
167 courses that are offered in approved educational programs, without referral to
168 the board of governors.
- 169 (3) Establish academic standards, probation, dismissal, and readmission
170 policies, and graduation requirements not inconsistent with the minimum
171 standards adopted by the board of governors.
- 172 (4) Employ and assign all personnel not inconsistent with the minimum
173 standards adopted by the board of governors, and establish employment
174 practices, salaries, and benefits for all employees not inconsistent with the laws
175 of this state.
- 176 (5) To the extent authorized by law, determine and control the district's
177 operational and capital outlay budgets. The district governing board shall
178 determine the need for elections for override tax levies and bond measures, and
179 request that those elections be called.
- 180 (6) Manage and control district property. The governing board may contract for
181 the procurement of goods and services as authorized by law.
- 182 (7) Establish procedures not inconsistent with minimum standards established
183 by the board of governors to ensure faculty, staff, and students the opportunity
184 to express their opinions at the campus level, to ensure that these opinions are
185 given every reasonable consideration, to ensure the right to participate
186 effectively in district and college governance, and to ensure the right of
187 academic senates to assume primary responsibility for making
188 recommendations in the areas of curriculum and academic standards.
- 189 (8) Establish rules and regulations governing student conduct.
- 190 (9) Establish student fees as it is required to establish by law, and, in its
191 discretion, fees as it is authorized to establish by law.
- 192 (10) In its discretion, receive and administer gifts, grants, and scholarships.
- 193 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
194 the community college.
- 195 (12) Within the framework provided by law, determine the district's academic
196 calendar, including the holidays it will observe.
- 197 (13) Hold and convey property for the use and benefit of the district. The
198 governing board may acquire, by eminent domain, any property necessary to
199 carry out the powers or functions of the district.

200 (14) Participate in the consultation process established by the board of
201 governors for the development and review of policy proposals.

202 (c) In carrying out the powers and duties specified in subdivision (b) or other
203 provisions of statute, the governing board of each community college district
204 shall have full authority to adopt rules and regulations, not inconsistent with the
205 regulations of the board of governors and the laws of this state, that are
206 necessary and proper to executing these prescribed functions.

207 (d) Wherever in this section or any other statute a power is vested in the
208 governing board, the governing board of a community college district, by
209 majority vote, may adopt a rule delegating the power to the district's chief
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336 in violation of this subdivision or subdivision (b) of Section 72129 is null and
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344 items are taken up. Governing boards shall adopt reasonable regulations to
345 insure that this intent is carried out. Such regulations may specify reasonable
346 procedures to insure the proper functioning of governing board meetings.
347 This subdivision shall not preclude the taking of testimony at regularly
348 scheduled meetings on matters not on the agenda which any member of the
349 public may wish to bring before the board, provided that no action is taken by
350 the board on such matters at the same meeting at which such testimony is
351 taken. Nothing in this paragraph shall be deemed to limit further discussion on
352 the same subject matter at a subsequent meeting.

353 *(Added by Stats. 1978, Ch. 522.)*

354 [72122.](#)

355 The governing board of a community college district shall, unless a request by
356 the student has been made pursuant to this section, hold closed sessions if the
357 board is considering the suspension of, or disciplinary action or any other action
358 in connection with any student of the community college district, if a public
359 hearing upon the question would lead to the giving out of information
360 concerning students which would be in violation of state or federal law
361 regarding the privacy of student records.

362 Before calling a closed session of the governing board of the district to consider
363 these matters, the governing board of the district shall, in writing, by registered
364 or certified mail or by personal service, if the student is a minor, notify the
365 student and his or her parent or guardian, or the student if the student is an
366 adult, of the intent of the governing board of the district to call and hold the
367 closed session. Unless the student, or his or her parent, or guardian shall, in
368 writing, within 48 hours after receipt of the written notice of intention, request
369 that the hearing of the governing board be held as a public meeting, then the
370 hearing to consider those matters shall be conducted by the governing board in
371 closed session. If the written request is served upon the clerk or secretary of
372 the governing board, the meeting shall be public except that any discussion at
373 the meeting that might be in conflict with the right to privacy of any student
374 other than the student requesting the public meeting or on behalf of whom the
375 meeting is requested, shall be in closed session. Whether the matter is
376 considered at a closed session or at a public meeting, the final action of the
377 governing board of the community college district shall be taken at a public
378 meeting and the result of that action shall be a public record of the community
379 college district.

380 The governing board of a community college district may hold closed sessions to
381 consider the conferring of honorary degrees or to consider gifts from a donor
382 who wants to remain anonymous.

383 *(Amended by Stats. 1990, Ch. 1372, Sec. 307.)*

384 72129.

385

386 (a) Special meetings may be held at the call of the president of the board or
387 upon a call issued in writing and signed by a majority of the members of the
388 board.

389 (b) A notice of the meeting shall be posted at least 24 hours prior to the special
390 meeting and shall specify the time and location of the meeting and the business
391 to be transacted and shall be posted in a location that is freely accessible to
392 members of the public and district employees.

393 *(Amended by Stats. 1986, Ch. 641, Sec. 4.)*

394

395 72203.5.

396

397 A member of the governing board of a community college district who has
398 tendered a resignation with a deferred effective date pursuant to Section 5090
399 shall, until the effective date of the resignation, continue to have the right to
400 exercise all powers of a member of the governing board, except that such
401 member shall not have the right to vote for his or her successor in an action
402 taken by the board to make a provisional appointment pursuant to Section
403 5091.

404 *(Added by Stats. 1978, Ch. 267.)*

405 72205.

406

407 The approval of any state agency shall not be a prerequisite to acceptance by
408 the governing board of any community college district of a gift, donation,
409 bequest, or devise. No real or personal property, including money, accepted by
410 a governing board pursuant to this section shall be considered in determining

411 the eligibility of the district for an apportionment from the State School Fund
412 nor in determining the amount thereof.
413 *(Added by Stats. 1993, Ch. 8, Sec. 28. Effective April 15, 1993.)*

414 [72207.](#)

415 The governing board of a community college district may secure copyrights, in
416 the name of the district, to all copyrightable works developed by the district,
417 and royalties or revenue from said copyrights are to be for the benefit of the
418 district securing said copyrights.
419 *(Enacted by Stats. 1976, Ch. 1010.)*

420

421

422 **Accreditation Standard IV.B.1.b & e**

423

424 **Standard IV: Leadership and Governance**

425

426 **B. Board and Administrative Organization**

427

428 **In addition to the leadership of individuals and constituencies, institutions**
429 **recognize the designated responsibilities of the governing board for setting**
430 **policies and of the chief administrator for the effective operation of the**
431 **institution. Multi-college districts/systems clearly define the organizational roles**
432 **of the district/system and the colleges.**

433

434 **1.** The institution has a governing board that is responsible for establishing policies to
435 assure the quality, integrity, and effectiveness of the student learning programs and
436 services and the financial stability of the institution. The governing board adheres to a
437 clearly defined policy for selecting and evaluating the chief administrator for the college
438 or the district/system.

439

440 **b.** The governing board establishes policies consistent with the mission statement to
441 ensure the quality, integrity, and improvement of student learning programs and
442 services and the resources necessary to support them.

443

444 **e.** The governing board acts in a manner consistent with its policies and bylaws. The
445 board **regularly evaluates** its policies and practices and revises them as necessary.

San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

**BP 2430 DELEGATION OF AUTHORITY TO
THE CHANCELLOR CHIEF EXECUTIVE OFFICER**

(Replaces current SBCCD BP 2170)

❖ From current SBCCD BP 2170 titled Delegation of Authority to the Chancellor

The Board delegates to the Chancellor Chief Executive Officer the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor Chief Executive Officer may delegate any powers and duties entrusted to him/ or her by the Board [including the administration of colleges and centers], but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor Chief Executive Officer is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor Chief Executive Officer shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor Chief Executive Officer to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor Chief Executive Officer is expected to perform the duties contained in the Chancellor Chief Executive Officer's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor Chief Executive Officer, shall develop the job description and goals and objectives for performance.

The Chancellor Chief Executive Officer shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor Chief Executive Officer shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor Chief Executive Officer, they are not

44 unduly burdensome or disruptive to District operations. Information provided to any
45 trustee shall be provided to all trustees.

46
47 The ~~Chancellor~~ Chief Executive Officer is delegated the authority to act on behalf of the
48 Board in an emergency for the protection of life, health, and safety of individuals and the
49 protection of property.

50
51 The ~~Chancellor~~ Chief Executive Officer is delegated the authority to confer with District
52 Counsel in addressing legal matters of the District with the exception of legal matters
53 directly affecting the Board relationship with the ~~Chancellor~~ Chief Executive Officer.

54
55 The ~~Chancellor~~ Chief Executive Officer is delegated the authority to accept written
56 resignations.

57
58 The ~~Chancellor~~ Chief Executive Officer shall act as the professional advisor to the
59 Board in policy formation.

60
61 **References:** Education Code §§ Sections 70902(d), and 72400;
62 WASC/ACCJC Accreditation Standards 10-A.3 IV.B.1.j and IV.B.2

63
64
65

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
66 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
67 from the current SBCCD BP 2170 titled Delegation of Authority to the Chancellor adopted on 1/11/01 and
68 amended on 4/08/04. The language in **blue ink** is included for consideration. The language in **green ink**
69 was added by the Board Policy Work Group on 2/18/14.
70

Adopted: 1/11/01

Revised: 4/8/04, _____

71
72

73 **Legal Citations for BP 2430**

74 **EDUCATION CODE - EDC**

75 **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**

76 *(Title 3 enacted by Stats. 1976, Ch. 1010.)*

77 **DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]**

78 *(Division 7 enacted by Stats. 1976, Ch. 1010.)*

79 **PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]**

80 *(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)*

81 **70902.**

82

83 (a) (1) Every community college district shall be under the control of a board of
84 trustees, which is referred to herein as the "governing board." The governing
85 board of each community college district shall establish, maintain, operate, and
86 govern one or more community colleges in accordance with law. In so doing,
87 the governing board may initiate and carry on any program, activity, or may
88 otherwise act in any manner that is not in conflict with or inconsistent with, or
89 preempted by, any law and that is not in conflict with the purposes for which
90 community college districts are established.

91 (2) The governing board of each community college district shall establish rules
92 and regulations not inconsistent with the regulations of the board of governors
93 and the laws of this state for the government and operation of one or more
94 community colleges in the district.

95 (b) In furtherance of subdivision (a), the governing board of each community
96 college district shall do all of the following:

97 (1) Establish policies for, and approve, current and long-range academic and
98 facilities plans and programs and promote orderly growth and development of
99 the community colleges within the district. In so doing, the governing board
100 shall, as required by law, establish policies for, develop, and approve,
101 comprehensive plans. The governing board shall submit the comprehensive
102 plans to the board of governors for review and approval.

103 (2) Establish policies for and approve courses of instruction and educational
104 programs. The educational programs shall be submitted to the board of
105 governors for approval. Courses of instruction that are not offered in approved
106 educational programs shall be submitted to the board of governors for approval.
107 The governing board shall establish policies for, and approve, individual courses
108 that are offered in approved educational programs, without referral to the board
109 of governors.

- 110 (3) Establish academic standards, probation and dismissal and readmission
111 policies, and graduation requirements not inconsistent with the minimum
112 standards adopted by the board of governors.
- 113 (4) Employ and assign all personnel not inconsistent with the minimum
114 standards adopted by the board of governors and establish employment
115 practices, salaries, and benefits for all employees not inconsistent with the laws
116 of this state.
- 117 (5) To the extent authorized by law, determine and control the district's
118 operational and capital outlay budgets. The district governing board shall
119 determine the need for elections for override tax levies and bond measures and
120 request that those elections be called.
- 121 (6) Manage and control district property. The governing board may contract for
122 the procurement of goods and services as authorized by law.
- 123 (7) Establish procedures that are consistent with minimum standards
124 established by the board of governors to ensure faculty, staff, and students the
125 opportunity to express their opinions at the campus level, to ensure that these
126 opinions are given every reasonable consideration, to ensure the right to
127 participate effectively in district and college governance, and to ensure the right
128 of academic senates to assume primary responsibility for making
129 recommendations in the areas of curriculum and academic standards.
- 130 (8) Establish rules and regulations governing student conduct.
- 131 (9) Establish student fees as it is required to establish by law, and, in its
132 discretion, fees as it is authorized to establish by law.
- 133 (10) In its discretion, receive and administer gifts, grants, and scholarships.
- 134 (11) Provide auxiliary services as deemed necessary to achieve the purposes of
135 the community college.
- 136 (12) Within the framework provided by law, determine the district's academic
137 calendar, including the holidays it will observe.
- 138 (13) Hold and convey property for the use and benefit of the district. The
139 governing board may acquire by eminent domain any property necessary to
140 carry out the powers or functions of the district.
- 141 (14) Participate in the consultation process established by the board of
142 governors for the development and review of policy proposals.

143 (c) In carrying out the powers and duties specified in subdivision (b) or other
144 provisions of statute, the governing board of each community college district
145 shall have full authority to adopt rules and regulations, not inconsistent with the
146 regulations of the board of governors and the laws of this state, that are
147 necessary and proper to executing these prescribed functions.

148 (d) Wherever in this section or any other statute a power is vested in the
149 governing board, the governing board of a community college district, by
150 majority vote, may adopt a rule delegating the power to the district's chief
151 executive officer or any other employee or committee as the governing board
152 may designate. However, the governing board shall not delegate any power
153 that is expressly made nondelegable by statute. Any rule delegating authority
154 shall prescribe the limits of the delegation.

155 (e) This section shall become operative on January 1, 2014.

156 *(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective*
157 *January 1, 2012. Section operative January 1, 2014, by its own provisions.)*

158
159

160 **EDUCATION CODE SECTION 72400**

161 **72400.** The governing board of each community college district shall
162 fix and prescribe the duties to be performed by all persons in
163 community college service in the district.

164
165

166 **Accreditation Standards IV.B.1.j & IV.B.2**

167

168 **Standard IV: Leadership and Governance**

169

170 **B. Board and Administrative Organization**

171

172 **In addition to the leadership of individuals and constituencies, institutions recognize the**
173 **designated responsibilities of the governing board for setting policies and of the chief**
174 **administrator for the effective operation of the institution. Multi-college districts/systems**
175 **clearly define the organizational roles of the district/system and the colleges.⁶**

176

177 **1.** The institution has a governing board that is responsible for establishing policies to assure
178 the quality, integrity, and effectiveness of the student learning programs and services and the
179 financial stability of the institution. The governing board adheres to a clearly defined policy for
180 selecting and evaluating the chief administrator for the college or the district/system.

181

182 j. The governing board has the responsibility for selecting and evaluating the district/system
183 chief administrator (most often known as the chancellor) in a multi-college district/system or the
184 college chief administrator (most often known as the president) in the case of a single college.
185 **The governing board delegates full responsibility and authority to him/her to implement and**

186 administer board policies without board interference and holds him/her accountable for the
187 operation of the district/system or college, respectively.
188

189 In multi-college districts/systems, the governing board establishes a clearly defined policy for
190 selecting and evaluating the presidents of the colleges.
191

192

193 **Standard IV: Leadership and Governance**

194

195 **2.** The president has primary responsibility for the quality of the institution he/she leads. He/she
196 provides effective leadership in planning, organizing, budgeting, selecting and developing
197 personnel, and assessing institutional effectiveness.

198 a. The president plans, oversees, and evaluates an administrative structure organized and
199 staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to
200 administrators and others consistent with their responsibilities, as appropriate.

201 b. The president guides institutional improvement of the teaching and learning environment by
202 the following:

203 • establishing a collegial process that sets values, goals, and priorities;

204 • ensuring that evaluation and planning rely on high quality research and analysis on external
205 and internal conditions;

206 • ensuring that educational planning is integrated with resource planning and distribution to
207 achieve student learning outcomes; and

208 • establishing procedures to evaluate overall institutional planning and implementation efforts.

209 c. The president assures the implementation of statutes, regulations, and governing board
210 policies and assures that institutional practices are consistent with institutional mission and
211 policies.

212 d. The president effectively controls budget and expenditures.

213 e. The president works and communicates effectively with the communities served by the
214 institution.

San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2431 CHIEF EXECUTIVE OFFICER SELECTION

NOTE: Accreditation standards require Boards to establish a formal search process for the Chief Executive Officer and College Presidents in multi-college districts. The following is an illustrative example.

In the case of a vacancy in the Chief Executive Officer position, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References: Title 5 Sections 53000 et seq.;
WASC/ACCJC Accreditation Standard IV.B.1 and IV.B.1.j

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **green ink** was added by the Board Policy Work Group on 2/18/14.

Adopted:

Legal Citations for BP 2431

Title 5 Sections 53000 et seq.

5 CCR § 53000
Cal. Admin. Code tit. 5, § 53000

Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs
Article 1. General

§ 53000. Scope and Intent.



(a) This subchapter implements and should be read in conjunction with Government Code sections 11135-11139.5, Education Code sections 66010.2, 66030, and chapter 4.5 of part 40 of title 3, commencing with section 66250; Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101). Nothing in this subchapter shall be construed to conflict with or be inconsistent with the provisions of article 1, section 31 of the California Constitution or to authorize conduct that is in conflict with or is inconsistent with such provisions.

(b) The regulations in this subchapter require steps to promote faculty and staff equal employment opportunity which are in addition to and consistent with the nondiscrimination requirements of state or federal law. Therefore, compliance with these regulations or approval of the district's equal employment opportunity plan pursuant to section 53003 does not imply and should not be construed to mean that a district has necessarily complied with its obligations under any other applicable laws or regulations. The Chancellor shall assist districts in identifying other applicable state or federal laws which may affect district equal employment opportunity or nondiscrimination policies.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; Sections 11135-11139.5, Government Code; title 20 United States Code Section 1681; title 29 United States Code Section 794; and title 42 United States Code Sections 2000d, 6101 and 12100, et seq.

HISTORY

1. New chapter 1 (sections 53000-53004) filed 7-19-77; effective thirtieth day thereafter (Register 77, No. 30).
2. Repealer of chapter 1 (subchapter 1, sections 53000-53004) and new chapter 1 (subchapters 1-4, sections 53000-53052, not consecutive) filed 2-1-82; effective thirtieth day thereafter (Register 82, No. 6).
3. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
4. Amendment of subsection (a) and Note filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).
5. Amendment of subchapter heading, section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).
6. Amendment of subsection (a) filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

87
88
89 5 CCR § 53001
90 Cal. Admin. Code tit. 5, § 53001
91
92 Title 5. Education
93 Division 6. California Community Colleges
94 Chapter 4. Employees
95 Subchapter 1. Equal Employment Opportunity Programs
96  [Article 1](#). General
97  **§ 53001. Definitions.**

98
99 As used in this subchapter:

100
101 (a) Adverse Impact. "Adverse impact" means that a statistical measure (such as those outlined in the
102 Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures")
103 is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact
104 on any group protected from discrimination pursuant to Government Code section 12940. A disparity
105 identified in a given selection process will not be considered to constitute adverse impact if the
106 numbers involved are too small to permit a meaningful comparison.

107
108 (b) Diversity. "Diversity" means a condition of broad inclusion in an employment environment that
109 offers equal employment opportunity for all persons. It requires both the presence, and the respectful
110 treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender,
111 sexual orientation, disability and socio-economic backgrounds.

112
113 (c) Equal Employment Opportunity. "Equal employment opportunity" means that all qualified
114 individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the
115 benefits of employment with the district. Equal employment opportunity should exist at all levels in
116 the seven job categories which include executive/administrative/managerial, faculty and other
117 instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled
118 crafts, and service and maintenance. Equal employment opportunity also involves:

119
120 (1) identifying and eliminating barriers to employment that are not job related; and
121
122 (2) creating an environment which fosters cooperation, acceptance, democracy, and free expression of
123 ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic
124 and other groups protected from discrimination pursuant to Government Code section 12940.

125
126 (d) Equal Employment Opportunity Plan. An "equal employment opportunity plan" is a written
127 document in which a district's work force is analyzed and specific plans and procedures are set forth
128 for ensuring equal employment opportunity.

129
130 (e) Equal Employment Opportunity Programs. "Equal employment opportunity programs" means all
131 the various methods by which equal employment opportunity is ensured. Such methods include, but
132 are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and
133 taking additional steps consistent with the requirements of section 53006.

134
135 (f) Ethnic Group Identification. "Ethnic group identification" means an individual's identification in one
136 or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall
137 be more specifically defined by the Chancellor consistent with state and federal law.

138
139 (g) In-house or Promotional Only Hiring. "In-house or promotional only" hiring means that only
140 existing district employees are allowed to apply for a position.

141
142 (h) Monitored Group. "Monitored group" means those groups identified in section 53004(b) for which
143 monitoring and reporting is required pursuant to section 53004(a).

- 144
145 (i) Person with a Disability. "Person with a disability" means any person who:
146
147 (1) has a physical or mental impairment as defined in Government Code section 12926 which limits
148 one or more of such person's major life activities;
149
150 (2) has a record of such an impairment; or
151
152 (3) is regarded as having such an impairment.

153
154 A person with a disability is "limited" if the condition makes the achievement of the major life activity
155 difficult.
156

157 (j) Reasonable Accommodation. "Reasonable accommodation" means the efforts made on the part of
158 the district in compliance with Government Code section 12926.
159

160 (k) Screening or Selection Procedure. "Screening or selection procedure" means any measure,
161 combination of measures, or procedure used as a basis for any employment decision. Selection
162 procedures include the full range of assessment techniques, including but not limited to, traditional
163 paper and pencil tests, performance tests, and physical, educational, and work experience
164 requirements, interviews, and review of application forms.
165



166 (l) Significantly Underrepresented Group. "Significantly underrepresented group" means any
167 monitored group for which the percentage of persons from that group employed by the district in any
168 job category listed in section 53004(a) is below eighty percent (80%) of the projected representation
169 for that group in the job category in question.
170

171 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
172 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
173 66010.2, 66030, 66071, 66270 and 87360, Education Code; Sections 11135-
174 11139.5, 11092 and 12926, Government Code; title 29 Code of Federal Regulations Sections
175 1602.48 and 1607; title 29 United States Code Section 793; title 41 Code of Federal Regulations
176 Section 60-741.2.
177

178 HISTORY

- 179
180 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
181
182 2. Amendment of subsections (a), (b)(1)-(b)-(3), (c), (k) and (m) filed 9-6-94; operative 10-6-94.
183 Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
184
185 3. Amendment of subsections (a), (b), (e), (f), (h), (j) and (m), new subsections (m)(1)-(q)(3), and
186 amendment of Note filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96,
187 No. 23).
188
189 4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
190 printing only (Register 2002, No. 35).
191
192 5. Amendment of subsection (b) and amendment of Note filed 11-5-2003; operative 12-5-2003.
193 Submitted to OAL for printing only (Register 2003, No. 46).
194
195 6. Amendment of section and Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for
196 printing only pursuant to Education Code section 70901.5(Register 2013, No. 38).
197
198

199 5 CCR § 53002
200 Cal. Admin. Code tit. 5, § 53002
201

202 Title 5. Education
203 Division 6. California Community Colleges
204 Chapter 4. Employees
205 Subchapter 1. Equal Employment Opportunity Programs
206  [Article 1.](#) General
207  **§ 53002. Policy Statement.**



208
209 The governing board of each community college district shall adopt a policy statement setting forth
210 the district's commitment to an equal employment opportunity program. This statement may also
211 incorporate the nondiscrimination policy statement required pursuant to subchapter 5 (commencing
212 with section 59300) of chapter 10 of this division, and other similar nondiscrimination or equal
213 employment opportunity statements which may be required under other provisions of state and
214 federal law.

215
216 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
217 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
218 66010.1, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
219 Government Code.

220
221 HISTORY

- 222
223 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
224
225
226 2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant
227 to Education Code section 70901.5 (Register 94, No. 38).
228
229 3. Amendment filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001,
230 No. 6).
231
232 4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
233 printing only (Register 2002, No. 35).
234
235 5. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
236 to Education Code section 70901.5 (Register 2013, No. 38).

237
238
239 5 CCR § 53003
240 Cal. Admin. Code tit. 5, § 53003
241

242 Title 5. Education
243 Division 6. California Community Colleges
244 Chapter 4. Employees
245 Subchapter 1. Equal Employment Opportunity Programs
246  [Article 1.](#) General
247  **§ 53003. District Plan.**

248
249
250 (a) The governing board of each community college district shall develop and adopt a district-wide
251 written equal employment opportunity plan to implement its equal employment opportunity program.
252 Such plans shall be submitted to the Chancellor's Office. The Chancellor's Office retains the authority
253 to review district plans on a case-by-case basis.
254
255

256 (b) Each district shall review its EEO Plan at least once every three years and revise as determined
257 necessary. Any revised EEO Plan shall be submitted to the Chancellor's Office, which retains the
258 authority to review such revisions on a case-by-case basis.

259
260
261 (b) Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to
262 the Chancellor's Office for approval. Each community college district shall notify the Chancellor at least
263 30 days prior to adopting any other amendments to its plan.

264
265
266 (c) In particular, the plan shall include all of the following:

267
268
269 (1) the designation of the district employee or employees who have been delegated responsibility and
270 authority for implementing the plan and assuring compliance with the requirements of this subchapter
271 pursuant to section 53020;

272
273
274 (2) the procedure for filing complaints pursuant to section 53026 and the person with whom such
275 complaints are to be filed;

276
277
278 (3) a process for notifying all district employees of the provisions of the plan and the policy statement
279 required under section 53002;

280
281
282 (4) a process for ensuring that district employees who participate on screening or selection
283 committees receive training, prior to their participation. Training shall include, but need not be limited
284 to:

285
286
287 (A) the requirements of this subchapter and of state and federal nondiscrimination laws;

288
289
290 (B) the educational benefits of workforce diversity;

291
292
293 (C) the elimination of bias in hiring decisions; and

294
295
296 (D) best practices in serving on a selection or screening committee;

297
298
299 (5) a process for providing annual written notice to appropriate community-based and professional
300 organizations concerning the district's plan and the need for assistance from the community and such
301 organizations in identifying qualified applicants. "Written" notice may include mailings and electronic
302 communications;

303
304
305 (6) a process for gathering information and periodic, longitudinal analysis of the district's employees
306 and applicants, broken down by number of persons from monitored group status, in each of the job
307 categories listed in section 53004(a) to determine whether additional measures are required pursuant
308 to section 53006 and to implement and evaluate the effectiveness of those measures. Each district,
309 based on its size, demographics and other unique factors shall determine the appropriate time frame
310 for periodic review, and reflect this in its EEO Plan;

311
312

313 (7) to the extent data regarding potential job applicants is provided by the State Chancellor, an
314 analysis of the degree to which monitored groups are underrepresented in comparison to their
315 representation in the field or job category in numbers of persons from such groups whom the
316 Chancellor determines to be available and qualified to perform the work required for each such job
317 category and whether or not the underrepresentation is significant;
318

319
320 (8) methods for addressing any underrepresentation identified pursuant to paragraph (7) of this
321 subdivision; and
322

323
324 (9) a process for developing and implementing strategies, as described in section 53024.1, necessary
325 to demonstrate on-going, institutional commitment to diversity and equal employment opportunity, as
326 defined in sections 53001(c) and (e).
327

328
329 (d) The plans submitted to the Chancellor shall be public records.
330

331
332 (e) Each community college district shall make a continuous good faith effort to comply with the
333 requirements of the plan required under this section.
334

335
336 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
337 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
338 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
339 Government Code.
340

341
342 HISTORY
343

344
345 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
346

347
348 2. Amendment of subsections (c)(4) and (7) filed 9-6-94; operative 10-6-94. Submitted to OAL for
349 printing only pursuant to Education Code section 70901.5(Register 94, No. 38).
350

351
352 3. Amendment of subsections (b), (c) and (c)(7), new subsections (c)(8)-(9) and subsection
353 renumbering, amendment of newly designated subsection (c)(10) and new subsection (f) filed 5-31-
354 96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).
355

356
357 4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
358 printing only (Register 2002, No. 35).
359

360
361 5. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
362 to Education Code section 70901.5 (Register 2013, No. 38).
363

364
365 5 CCR § 53004
366 Cal. Admin. Code tit. 5, § 53004
367

368 Title 5. Education
369 Division 6. California Community Colleges
370 Chapter 4. Employees

371 Subchapter 1. Equal Employment Opportunity Programs

372  [Article 1](#). General

373  **§ 53004. District Evaluation and Report to Chancellor.**

374

375

376 (a) Each district shall annually collect employee demographic data and shall monitor applicants for
377 employment on an ongoing basis in order to evaluate the implementation of its equal employment
378 opportunity plan and to provide data needed for the analyses required by sections 53003, 53006,
379 53023, and 53024. Each district shall annually report to the Chancellor, in a manner prescribed by the
380 Chancellor, this data for employees at each college in the district. Each employee shall be reported so
381 that he or she may be identified as belonging to one of the following seven job categories:

382

383

384 (1) executive/administrative/managerial;

385

386

387 (2) faculty and other instructional staff;

388

389

390 (3) professional nonfaculty;

391

392

393 (4) secretarial/clerical;

394

395

396 (5) technical and paraprofessional;

397

398

399 (6) skilled crafts; and

400

401

402 (7) service and maintenance.

403

404

405 (b) For purposes of the data collection and report required pursuant to subdivision (a) of this section,
406 each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic
407 group identification and, if applicable, his or her disability. A person may designate multiple ethnic
408 groups with which he or she identifies, but shall be counted in only one ethnic group for reporting
409 purposes. Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians,
410 Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific
411 Islander group as well as in separate subcategories. However, in determining whether additional steps
412 are necessary to ensure that monitored groups have not been excluded on an impermissible basis,
413 analysis of the separate subgroups is not necessary.

414

415

416 Note: Authority cited: Sections 66271.1, 66700, 70901 and 87105, Education Code; and Section
417 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
418 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 8310.5 and 11135-11139.5,
419 Government Code.

420

421

422

HISTORY

423

424

425 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

426



427

428 2. Amendment of subsections (a) and (b) filed 5-31-96; operative 6-30-96. Submitted to OAL for
429 printing only (Register 96, No. 23).

430
431
432 3. Amendment of subsections (a) and (b) and amendment of Note filed 7-12-2002; operative 8-11-
433 2002. Submitted to OAL for printing only (Register 2002, No. 35).

434
435
436 4. Amendment of subsections (a) and (b) filed 9-19-2013; operative 10-19-2013. Submitted to OAL
437 for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

438
439
440 5 CCR § 53005
441 Cal. Admin. Code tit. 5, § 53005

442
443 Title 5. Education
444 Division 6. California Community Colleges
445 Chapter 4. Employees
446 Subchapter 1. Equal Employment Opportunity Programs
447  [Article 1](#). General
448  **§ 53005. Advisory Committee.**

449
450
451 Each community college district shall establish an Equal Employment Opportunity Advisory Committee
452 to assist the district in developing and implementing the plan required under section 53003. This
453 advisory committee shall include a diverse membership whenever possible.

454
455 This advisory committee shall receive training in all of the following:

456
457 (a) the requirements of this subchapter and of state and federal nondiscrimination laws;



458
459
460 (b) identification and elimination of bias in hiring;

461
462
463 (c) the educational benefits of workforce diversity; and

464
465
466 (d) the role of the advisory committee in carrying out the District's EEO plan.

467
468
469 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
470 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
471 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
472 Government Code.

473
474
475 5 CCR § 53006
476 Cal. Admin. Code tit. 5, § 53006

477
478 Title 5. Education
479 Division 6. California Community Colleges
480 Chapter 4. Employees
481 Subchapter 1. Equal Employment Opportunity Programs
482  [Article 1](#). General
483  **§ 53006. Additional Measures to Support Diversity and Ensure Equal Employment**
484 **Opportunity.**

485
486
487 (a) Districts shall review the information gathered pursuant to section 53003, subdivision(c)(6) to
488 determine if significant underrepresentation of a monitored group may be the result of non job-related
489 factors in the employment process. For the purposes of this subdivision, the phases of the
490 employment process include but are not limited to recruitment, hiring, retention and promotion. The
491 information to be reviewed shall include, but need not be limited to:
492
493
494 (1) longitudinal analysis of data regarding job applicants, gathered pursuant to section 53003(c)(6), to
495 identify whether over multiple job searches, a monitored group is disproportionately failing to move
496 from the initial applicant pool, to the qualified applicant pool;
497
498
499 (2) analysis of data regarding potential job applicants, to the extent provided by the State Chancellor,
500 which may indicate significant underrepresentation of a monitored group; and
501
502
503 (3) analysis pursuant to section 53003(c)(7) to determine whether the group is significantly
504 underrepresented.
505
506
507 (b) Where the review described in subdivision (a) identifies that significant underrepresentation of a
508 monitored group may be the result of non-job related factors in the employment process, districts
509 shall implement additional measures designed to address the specific area of concern. These
510 additional measures shall include the following:
511
512
513 (1) review its recruitment procedures and identify and implement any additional measures which
514 might reasonably be expected to attract candidates from the significantly underrepresented group;
515
516
517 (2) consider various other means of reducing the significant underrepresentation which do not involve
518 taking monitored group status into account, and implement any such techniques which are determined
519 to be feasible and potentially effective;
520
521
522 (3) determine whether the group is still significantly underrepresented in the category or categories in
523 question after the measures described in (1) and (2) have been in place a reasonable period of time;
524 and
525
526
527 (4) review each locally established "required," "desired" or "preferred" qualification being used to
528 screen applicants for positions in the job category to determine if it is job-related and consistent with:
529
530
531 (A) any requirements of federal law; and
532
533
534 (B) qualifications which the Board of Governors has found to be job-related throughout the community
535 college system, including the requirement that applicants for academic and administrative positions
536 demonstrate sensitivity to the diversity of community college students; or
537
538
539 (5) discontinue the use of any locally established qualification that has not been found to satisfy the
540 requirements set forth in paragraph (4) of this subdivision;
541
542

543 (6) continue using qualification standards meeting the requirements of paragraph (4) of this
544 subdivision only where no alternative qualification standard is reasonably available which would select
545 for the same characteristics, meet the requirements of paragraph (4) and be expected to have a less
546 exclusionary effect; and
547

548
549 (7) consider the implementation of additional measures designed to promote diversity that are
550 reasonably calculated to address the area of specific need.
551

552
553 (c) For purposes of this section, "a reasonable period of time" means three years, or such longer
554 period as the Chancellor may approve, upon the request of the equal employment opportunity
555 advisory committee and the chief executive officer, where the district has not filled enough positions
556 to appreciably affect its work force in the job category in question.
557

558
559 (d) Nothing in this subchapter shall be construed to prohibit a district from taking any other steps it
560 concludes are necessary to ensure equal employment opportunity, provided that such actions are
561 consistent with the requirements of federal and state constitutional and statutory nondiscrimination
562 law.
563

564
565 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
566 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
567 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
568 Government Code.
569

570
571 5 CCR § 53010
572 Cal. Admin. Code tit. 5, § 53010
573
574 Title 5. Education
575 Division 6. California Community Colleges
576 Chapter 4. Employees
577 Subchapter 1. Equal Employment Opportunity Programs
578 [Article 1.](#) General
579 **➔§ 53010. Assistance. [Repealed]**

580
581
582 Note: Authority cited: Sections 71020 and 87105, Education Code. Reference: Section 87103,
583 Education Code.
584



585 HISTORY

586
587
588
589 1. Repealer filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
590

591 5 CCR § 53010, 5 CA ADC § 53010
592

593 This database is current through 10/18/13 Register 2013, No. 42
594
595

596 5 CCR § 53011
597 Cal. Admin. Code tit. 5, § 53011
598



599 Title 5. Education
600 Division 6. California Community Colleges
601 Chapter 4. Employees
602 Subchapter 1. Equal Employment Opportunity Programs
603  [Article 1.](#) General
604  **§ 53011. Report. [Repealed]**

605
606
607 Note: Authority cited: Sections 71020 and 87105, Education Code. Reference: Section 87104,
608 Education Code.

609
610
611 HISTORY

612
613
614 1. Repealer filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
615
616 5 CCR § 53011, 5 CA ADC § 53011
617
618 This database is current through 10/18/13 Register 2013, No. 42
619



620
621 5 CCR § 53012
622 Cal. Admin. Code tit. 5, § 53012
623

624 Title 5. Education
625 Division 6. California Community Colleges
626 Chapter 4. Employees
627 Subchapter 1. Equal Employment Opportunity Programs
628  [Article 1.](#) General
629  **§ 53012. Periodic Evaluation. [Repealed]**

630
631
632 Note: Authority cited: Sections 71020 and 87105, Education Code. Reference: Section 87102,
633 Education Code.

634
635
636 HISTORY

637
638
639 1. Repealer filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
640
641
642 5 CCR § 53020
643 Cal. Admin. Code tit. 5, § 53020
644

645 Title 5. Education
646 Division 6. California Community Colleges
647 Chapter 4. Employees
648 Subchapter 1. Equal Employment Opportunity Programs
649  [Article 2.](#) Other Specific Responsibilities of Community College Districts
650  **§ 53020. Responsibility; Delegation of Authority; Complaints.**

651
652

653 (a) The governing board of each community college district is ultimately responsible for proper
654 implementation of this subchapter at all levels of district and college operation and for making
655 measurable progress toward equal employment opportunity by the methods described in the district's
656 equal employment opportunity plan. In carrying out this responsibility, the governing board, upon the
657 recommendation of the chief executive officer, shall ensure that an equal employment opportunity
658 officer is designated to oversee the day-to-day implementation of the requirements set forth in this
659 subchapter.



660
661
662 (b) The administrative structure created by any delegation of authority to the equal employment
663 opportunity officer or others shall be described in the district's equal employment opportunity plan
664 submitted pursuant to section 53003 and shall be designed in such a manner so as to ensure prompt
665 and effective implementation of the requirements of this subchapter. The plan shall also designate a
666 single officer, who may be the equal employment opportunity officer, who shall be given authority and
667 responsibility for receiving complaints filed pursuant to section 53026, for ensuring that such
668 complaints are promptly and impartially investigated, and ensuring that selection procedures and the
669 applicant pool are properly monitored as required by sections 53023 and 53024.

670
671
672 (c) Any organization or individual, whether or not an employee of the district, who acts on behalf of
673 the governing board with regard to the recruitment and screening of personnel is an agent of the
674 district and is subject to all of the requirements of this subchapter.

675
676
677 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
678 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
679 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
680 Government Code.

681
682
683 HISTORY

- 684
685
686 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
687
688
689 2. Amendment of subsections (a) and (c) filed 9-6-94; operative 10-6-94. Submitted to OAL for
690 printing only pursuant to Education Code section 70901.5(Register 94, No. 38).
691
692
693 3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
694 printing only (Register 2002, No. 35).
695
696
697 4. Amendment of Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only
698 pursuant to Education Code section 70901.5 (Register 2013, No. 38).
699

700
701 5 CCR § 53021
702 Cal. Admin. Code tit. 5, § 53021
703
704 Title 5. Education
705 Division 6. California Community Colleges
706 Chapter 4. Employees
707 Subchapter 1. Equal Employment Opportunity Programs
708  [Article 2.](#) Other Specific Responsibilities of Community College Districts
709  **§ 53021. Recruitment.**

710
711 (a) Except as otherwise provided in this section, community college districts shall actively recruit from
712 both within and outside the district work force to attract qualified applicants for all vacancies. This
713 shall include outreach designed to ensure that all persons are provided the opportunity to seek
714 employment with the district. The requirement of open recruitment shall apply to all full-time and
715 part-time vacancies in all job categories and classifications, including, but not limited to, faculty,
716 classified employees, categorically funded positions, and all executive/administrative/managerial
717 positions. Recruitment for full-time faculty and educational administrator positions shall be at least
718 statewide and, at a minimum, shall include seeking qualified applicants listed in the California
719 Community Colleges Equal Employment Opportunity Registry and posting job announcements with the
720 Registry. Recruitment for part-time faculty positions may be conducted separately for each vacancy or
721 by annually establishing a pool of eligible candidates, but in either case full and open recruitment is
722 required consistent with this section.

723
724
725 (b)(1) "In-house or promotional only" recruitment shall not be used to fill any vacancy for any position
726 described in subdivision (a) except when the position is being filled on an interim basis for the
727 minimum time necessary to allow for full and open recruitment; provided however, that no interim
728 appointment or series of interim appointments exceeds two years in duration.

729
730
731 (2) Where in-house or promotional only recruitment is utilized to fill a position on an interim basis
732 pursuant to subdivision (b)(1), all district employees shall be afforded the opportunity to apply and
733 demonstrate that they are qualified.

734
735
736 (3) The job announcement for the interim position shall comply with section 53022 and the selection
737 process shall be consistent with the requirements of this subchapter.

738
739
740 (c) For purposes of this section, a vacancy is not created, and the requirements of subdivisions (a)
741 and (b) do not apply, when:

742
743
744 (1) there is a reorganization that does not result in a net increase in the number of employees;

745
746
747 (2) one or more lateral transfers are made and there is no net increase in the number of employees;

748
749
750 (3) a position which is currently occupied by an incumbent is upgraded, reclassified, or renamed
751 without significantly altering the duties being performed by the individual;

752
753
754 (4) the faculty in a division or department elect one faculty member to serve as a chairperson for a
755 prescribed limited term;

756
757
758 (5) the position is filled by a temporary, short-term, or substitute employee appointed pursuant
759 to Education Code sections 87422, 87480, 87482.5(b), 88003, 88106 or 88109;

760
761
762 (6) a part-time faculty member is assigned to teach the same or fewer hours he or she has previously
763 taught in the same discipline without a substantial break in service. For purposes of this section, "a
764 substantial break in service" means more than one calendar year or such different period as may be
765 defined by a collective bargaining agreement; or

766
767

768 (7) an individual not currently employed by the district, who is specially trained, experienced, and
769 competent to serve as an administrator, and who satisfies the minimum qualifications applicable to the
770 position, is engaged to serve as an administrator through a professional services contract. No
771 appointment or series of appointments pursuant to this provision may exceed a period of two years.
772

773
774 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
775 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
776 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
777 Government Code.
778

779

780 HISTORY

781

782

783 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
784

785

786 2. Amendment subsections (b) and (d)-(e)(2) filed 9-6-94; operative 10-6-94. Submitted to OAL for
787 printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
788

789

790 3. Amendment of subsections (a) and (b)(1)-(b)(2), repealer of subsection (b)(3), amendment of
791 subsections (c), (d) and (e)(1)-(e)(4) and new subsection (e)(5) filed 5-31-96; operative 6-30-96.
792 Submitted to OAL for printing only (Register 96, No. 23).
793

794

795 4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
796 printing only (Register 2002, No. 35).
797

798

799 5. Amendment filed 11-5-2003; operative 12-5-2003. Submitted to OAL for printing only (Register
800 2003, No. 46).
801

802

803 6. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
804 to Education Code section 70901.5 (Register 2013, No. 38).
805

806

807

808 5 CCR § 53022

809 Cal. Admin. Code tit. 5, § 53022


810

811 Title 5. Education

812 Division 6. California Community Colleges

813 Chapter 4. Employees

814 Subchapter 1. Equal Employment Opportunity Programs

815  [Article 2](#). Other Specific Responsibilities of Community College Districts

➔§ 53022. Job Announcements and Qualifications.

816

817

818 Job announcements shall state clearly job specifications setting forth the knowledge, skills, and
819 abilities necessary to job performance. For faculty and administrative positions, job requirements shall
820 include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability,
821 gender identity, sexual orientation, and ethnic backgrounds of community college students. Job
822 specifications, including any "required," "desired" or "preferred" qualifications beyond the state
823 minimum qualifications (set forth in subchapter 4, commencing with section 53400 of this chapter)

824 which the district wishes to utilize, shall be reviewed before the position is announced, to ensure
825 conformity with the requirements of this subchapter and state and federal nondiscrimination laws.
826

827 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
828 Government Code. Reference: Statutes 1988, chapter 973, Section 4; Sections
829 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
830 Government Code.

831
832

833 HISTORY

834
835

836 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
837

838

839 2. Amendment of section heading, section and Note filed 7-12-2002; operative 8-11-2002. Submitted
840 to OAL for printing only (Register 2002, No. 35).
841

842

843 3. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
844 to Education Code section 70901.5 (Register 2013, No. 38).
845

846

847 5 CCR § 53023

848 Cal. Admin. Code tit. 5, § 53023


849

850 Title 5. Education

851 Division 6. California Community Colleges

852 Chapter 4. Employees

853 Subchapter 1. Equal Employment Opportunity Programs

854  [Article 2.](#) Other Specific Responsibilities of Community College Districts

855  **§ 53023. Applicant Pool Review.**

856

857

858 (a) The application for employment shall provide for self-identification of the applicant's gender, ethnic
859 group identification and, if applicable, his or her disability. This information shall be kept confidential
860 and shall be used only in research, monitoring, evaluating the effectiveness of the district's equal
861 employment opportunity program, or any other purpose specifically authorized in this subchapter, or
862 by any applicable statute or regulation.
863

864

865 (b) After the application deadline has passed, the composition of the initial applicant pool shall be
866 recorded and reviewed by the Chief Human Resources Officer or designee.
867

868

869 All initial applications shall be screened to determine which candidates satisfy job specifications set
870 forth in the job announcement. The group of candidates who meet the job specifications shall
871 constitute the "qualified applicant pool."
872

873

874

875 (c) The composition of the qualified applicant pool shall be reviewed and compared to the composition
876 of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the
877 composition of the qualified applicant pool may have been influenced by factors which are not job
878 related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the
879 analysis described in section 53006(a).
880

880

881 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
882 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
883 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
884 Government Code

885
886

887 HISTORY

888
889

890 1. New section filed 2-26-82; designated effective 2-28-82 pursuant to Government Code section
891 11346.2(d) (Register 82, No. 9).

892
893

894 2. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

895
896

897 3. Amendment of subsections (a) and (b), repealer of subsection (b)(2) and subsection renumbering,
898 and amendment of subsection (c)(2) filed 5-31-96; operative 6-30-96. Submitted to OAL for printing
899 only (Register 96, No. 23).

900
901

902 4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
903 printing only (Register 2002, No. 35).

904
905

906 5. Amendment of section heading and section filed 9-19-2013; operative 10-19-2013. Submitted to
907 OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

908
909

910 5 CCR § 53024

911 Cal. Admin. Code tit. 5, § 53024

912
913

914 Title 5. Education

915 Division 6. California Community Colleges

916 Chapter 4. Employees

917 Subchapter 1. Equal Employment Opportunity Programs

918  [Article 2.](#) Other Specific Responsibilities of Community College Districts

 **§ 53024. Screening and Selection Procedures.**

919
920

921 (a) All screening and selection techniques, including the procedure for developing interview questions,
922 and the selection process as a whole, shall be:

923
924

925 (1) provided to the Chancellor upon request;

926
927

928 (2) designed to ensure that for faculty and administrative positions, meaningful consideration is given
929 to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse
930 academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic
931 backgrounds of community college students. "Meaningful consideration" means that candidates shall
932 be required to demonstrate sensitivity to diversity in ways relevant to the specific position;

933
934

935 (3) based solely on job-related criteria; and

936
937

938 (4) designed to avoid an adverse impact, as defined in section 53001(a), and monitored by means
939 consistent with this section to detect and address any adverse impact which does occur for any
940 monitored group.

941
942 (b) A district may not designate or set aside particular positions to be filled by members of any group
943 defined in terms of ethnic group identification, race, color, national origin, religion, age, gender,
944 disability, ancestry or sexual orientation, or engage in any other practice which would result in
945 discriminatory or preferential treatment prohibited by state or federal law. Nor may a district apply the
946 district's equal employment opportunity plan in a rigid manner which has the purpose or effect of so
947 discriminating.

948
949 (c) Seniority or length of service may be taken into consideration only to the extent it is job related, is
950 not the sole criterion, and is included in the job announcement consistent with the requirements of
951 section 53022.

952
953 (d) Selection testing for employees shall follow procedures as outlined in the Equal Employment
954 Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."

955
956 (e) Whenever possible, screening committees shall include a diverse membership which will bring a
957 variety of perspectives to the assessment of applicant qualifications.

958
959 (f) Notwithstanding any other provision of this division, the governing board or its designee shall have
960 the authority to make all final hiring decisions based upon careful review of the candidate or
961 candidates recommended by a screening committee. This includes the right to reject all candidates
962 and to order further review by the screening committee or to reopen the position where necessary to
963 further achievement of the objectives of the equal employment opportunity plan or to ensure equal
964 employment opportunity. However, a consistent pattern of not hiring qualified candidates from a
965 monitored group who are recommended by screening committees may give rise to an inference that
966 the selections are not consistent with the objectives of equal employment opportunity that are
967 required by this subchapter.

968
969 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
970 Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections
971 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
972 Government Code.

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HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment of subsections (a)(2)-(c), (e) and (g) filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).

3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).

995 4. Amendment of section heading and subsections (a) and (a)(2), repealer of subsection (b) and
996 subsection relettering filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only
997 pursuant to Education Code section 70901.5 (Register 2013, No. 38).
998
999

1000 5 CCR § 53024.1
1001 Cal. Admin. Code tit. 5, § 53024.1
1002

1003 Title 5. Education

1004 Division 6. California Community Colleges

1005 Chapter 4. Employees

1006 Subchapter 1. Equal Employment Opportunity Programs

1007  [Article 2](#). Other Specific Responsibilities of Community College Districts

1008  **§ 53024.1. Developing and Maintaining Institutional Commitment to Diversity.**

1009
1010 Establishing and maintaining a richly diverse workforce is an on-going process that requires continued
1011 institutionalized effort. Districts shall locally develop, and implement on a continuing basis, indicators
1012 of institutional commitment to diversity. Such indicators may include, but are not limited to the
1013 examples listed in this section. Appropriate steps will depend on the unique circumstances of each
1014 institution, and not every example listed in this section is appropriate for every institution. Nothing in
1015 this list is mandatory, unless a district is directed to adopt specific measures by the Chancellor
1016 pursuant to section 53024.2(b)(2).
1017

1018 (a) The district conducts surveys of campus climate on a regular basis, and implements concrete
1019 measures that utilize the information drawn from the surveys.
1020

1021
1022 (b) The district conducts exit interviews with employees who voluntary leave the district, maintains a
1023 data base of exit interviews, analyzes the data for patterns impacting particular monitored groups,
1024 and implements concrete measures that utilize this information.
1025

1026
1027 (c) The district provides training on elimination of bias in hiring and employment.
1028
1029

1030 (d) The district provides cultural awareness training to members of the campus community.
1031

1032
1033 (e) The district maintains a variety of programs to support newly-hired employees such as mentoring,
1034 professional development, and leadership opportunities.
1035

1036
1037 (f) The district has audited and/or maintains updated job descriptions and/or job announcements.
1038
1039

1040 (g) The district's board of trustees receives training on the elimination of bias in hiring and
1041 employment at least once every election cycle.
1042

1043
1044 (h) The district timely and thoroughly investigates all complaints filed under this chapter, and all
1045 harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300)
1046 of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation
1047 is found.
1048

1049
1050 (i) The district timely complies with the requirements of Government Code section 12950.1 (Stats.
1051 2004, ch. 933 [AB1825]), and includes all forms of harassment and discrimination in the training.

- 1052
1053
1054 (j) The district's publications and website convey its diversity and commitment to equal employment
1055 opportunity.
1056
1057
1058 (k) The district's mission statement conveys its commitment to diversity and inclusion, and recognition
1059 that a diverse and inclusive workforce promotes its educational goals and values.
1060
1061
1062 (l) The district's hiring procedures require applicants for all positions to demonstrate sensitivity to and
1063 understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual
1064 orientation, and ethnic backgrounds of community college students in a manner specific to the
1065 position.
1066
1067
1068 (m) District staff members serve as resources, consultants, mentors and/or leaders to colleagues at
1069 other districts in the areas of EEO and diversity enhancement.
1070
1071
1072 (n) The district maintains updated curricula, texts, and/or course descriptions to expand the global
1073 perspective of the particular course, readings or discipline.
1074
1075
1076 (o) The district addresses issues of inclusion/exclusion in a transparent and collaborative fashion.
1077
1078
1079 (p) The district attempts to gather information from applicants who decline job offers to find out why,
1080 records this information, and utilizes it.
1081
1082
1083 (q) The district conducts longitudinal analysis of various employment events by monitored group
1084 status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.
1085
1086
1087 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Sections
1088 11138 and 12950.1, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
1089 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
1090 Government Code.

1091
1092
1093 HISTORY
1094
1095

1096 1. New section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
1097 to Education Code section 70901.5 (Register 2013, No. 38).
1098
1099

1100 5 CCR § 53024.2


1101 Cal. Admin. Code tit. 5, § 53024.2

1102
1103 Title 5. Education

1104 Division 6. California Community Colleges

1105 Chapter 4. Employees

1106 Subchapter 1. Equal Employment Opportunity Programs

1107 ^{*}  [Article 2](#). Other Specific Responsibilities of Community College Districts

1108  **§ 53024.2. Accountability and Corrective Action.**

1109
1110
1111 (a) Districts shall certify annually to the State Chancellor that they have timely complied with all of the
1112 following:
1113
1114
1115 (1) recorded, reviewed and reported the data required regarding qualified applicant pools;
1116
1117
1118 (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
1119
1120
1121 (3) investigated and appropriately responded to formal harassment or discrimination complaints filed
1122 pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division.
1123
1124
1125 (b) Upon review of a district's certification, data reports, or any complaint filed under this subchapter,
1126 the State Chancellor may review a district's EEO Plan and Strategies Component pursuant to section
1127 53024.1 for the required indicia of institutionalized and on-going efforts to support diversity and/or a
1128 district's compliance with section 53006. Where the State Chancellor finds that a district's efforts have
1129 been insufficient, he/she will inform the district of his/her specific area(s) of concern, and direct the
1130 district to submit a revised EEO Plan within 120 days. Upon review of the revised EEO plan, the State
1131 Chancellor will either:



1132
1133
1134 (1) determine the revisions are sufficient, and provide a deadline by which the district must provide
1135 proof that the new measures have been implemented; or
1136
1137
1138 (2) if the Chancellor finds that the revised plan is still lacking, he/she will direct the district to
1139 implement specific measures from those listed in section 53024.1, and provide a timeline for doing so.
1140
1141

1142 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1143 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
1144 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
1145 Government Code.
1146
1147

1148 HISTORY
1149

1150
1151 1. New section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
1152 to Education Code section 70901.5 (Register 2013, No. 38).
1153

1154
1155 5 CCR § 53025
1156 Cal. Admin. Code tit. 5, § 53025
1157

1158 Title 5. Education
1159 Division 6. California Community Colleges
1160 Chapter 4. Employees
1161 Subchapter 1. Equal Employment Opportunity Programs
1162  [Article 2.](#) Other Specific Responsibilities of Community College Districts
1163  **§ 53025. Persons with Disabilities.**

1164



1165 (a) Districts shall ensure that applicants and employees with disabilities receive reasonable
1166 accommodations consistent with the requirements of Government Code sections 11135 et
1167 seq. and 12940(m), section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities
1168 Act. Such accommodations may include, but are not limited to, job site modifications, job
1169 restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent
1170 vacant position, adaptive equipment, and auxiliary aids such as readers, interpreters, and notetakers.
1171 Such accommodations may be paid for with funds provided pursuant to article 3 (commencing with
1172 section 53030) of this subchapter.

1173
1174
1175 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1176 Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
1177 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
1178 Government Code; title 29 United States Code Section 794, and title 42 United States Code Sections
1179 12101, et seq.

1180
1181

HISTORY

- 1182
1183
1184
1185 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
1186
1187
1188 2. Amendment of section and Note filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only
1189 pursuant to Education Code section 70901.5(Register 94, No. 38).
1190
1191
1192 3. Repealer of subsections (a) and (b) and deletion of subsection designator filed 5-31-96; operative
1193 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).
1194
1195
1196 4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
1197 printing only (Register 2002, No. 35).
1198
1199
1200 5. Repealer of subsections (b) and (c) filed 9-19-2013; operative 10-19-2013. Submitted to OAL for
1201 printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).
1202

1203
1204 5 CCR § 53026
1205 Cal. Admin. Code tit. 5, § 53026
1206
1207 Title 5. Education
1208 Division 6. California Community Colleges
1209 Chapter 4. Employees
1210 Subchapter 1. Equal Employment Opportunity Programs
1211  [Article 2](#). Other Specific Responsibilities of Community College Districts
1212  **§ 53026. Complaints.**

1213
1214
1215 Each community college district shall establish a process permitting any person to file a complaint
1216 alleging that the requirements of this subchapter have been violated. A copy of the complaint shall
1217 immediately be forwarded to the Chancellor who may require that the district provide a written
1218 investigative report within ninety (90) days. Complaints which also allege discrimination prohibited
1219 by Government Code sections 11135 et seq. shall be processed according to the procedures set forth
1220 in subchapter 5 (commencing with section 59300) of chapter 10 of this division.
1221

1222 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1223 Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections
1224 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
1225 Government Code.

1226
1227
1228 HISTORY
1229

1230
1231 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
1232

1233
1234 2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant
1235 to Education Code section 70901.5 (Register 94, No. 38).
1236

1237
1238 3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
1239 printing only (Register 2002, No. 35).
1240

1241
1242 4. Amendment of Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only
1243 pursuant to Education Code section 70901.5 (Register 2013, No. 38).
1244

1245
1246 5 CCR § 53027


1247 Cal. Admin. Code tit. 5, § 53027


1248
1249 Title 5. Education

1250 Division 6. California Community Colleges

1251 Chapter 4. Employees

1252 Subchapter 1. Equal Employment Opportunity Programs

1253  [Article 2](#). Other Specific Responsibilities of Community College Districts

1254  **§ 53027. Applicability to Districts Operating on the Merit System.**

1255
1256
1257 Nothing in this subchapter shall be construed to conflict with or be inconsistent with the provisions of
1258 article 3 (commencing with section 88060) of chapter 4 of part 51 of the Education Code which apply
1259 to districts operating a merit system for classified employees.


1260
1261 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1262 Government Code. Reference: Statutes of 1988, chapter 923, Section 4; and Sections
1263 66010.2, 66030, 66071, 66270, 87360 and 88060 et seq., Education Code; and Sections 11135-
1264 11139.5, Government Code.

1265
1266
1267 HISTORY
1268

1269
1270 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
1271

1272
1273 2. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
1274 printing only (Register 2002, No. 35).
1275

1276
1277 3. Amendment of Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only
1278 pursuant to Education Code section 70901.5 (Register 2013, No. 38).

1279
1280
1281 5 CCR § 53030
1282 Cal. Admin. Code tit. 5, § 53030
1283
1284 Title 5. Education
1285 Division 6. California Community Colleges
1286 Chapter 4. Employees
1287 Subchapter 1. Equal Employment Opportunity Programs
1288  [Article 3](#). Faculty and Staff Diversity Fund
1289 **➔§ 53030. Equal Employment Opportunity Fund Allocation.**

1290
1291 Resources provided to the Board of Governors for the purpose of promoting equal employment
1292 opportunity in hiring and promotion within the system shall be placed in an Equal Employment
1293 Opportunity Fund and shall be allocated consistent with the following:
1294
1295 (a) A portion of the fund, but not more than 25 percent, shall be set aside to provide technical
1296 assistance, service, monitoring, and compliance functions.
1297
1298 (b) That portion of the funds not allocated pursuant to subdivision (a) may be allocated to the districts
1299 in the following categories:
1300
1301 (1) an amount proportional to the full-time equivalent students of each district to the total full-time
1302 equivalent students for all districts;
1303
1304 (2) an equal dollar amount to each district;
1305
1306 (3) an amount related to success in promoting equal employment opportunity. Multiple methods of
1307 measuring success shall be identified by the Chancellor working through the established Consultation
1308 Process.
1309
1310 (c) funds provided pursuant to this section may be used for:
1311
1312 (1) outreach and recruitment;
1313
1314 (2) in-service training on equal employment opportunity;
1315
1316 (3) accommodations for applicants and employees with disabilities pursuant to section 53025; and
1317
1318 (4) other activities to promote equal employment opportunity.

1319
1320 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1321 Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections
1322 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
1323 Government Code.



1324
1325 HISTORY

1326
1327 1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
1328
1329 2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant
1330 to Education Code section 70901.5 (Register 94, No. 38).
1331
1332 3. Amendment of subsections (b) and (b)(3) and repealer of subsections (b)(4) and (b)(5) filed 5-31-
1333 96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).
1334

1335 4. Amendment of section heading, section and Note filed 7-12-2002; operative 8-11-2002. Submitted
1336 to OAL for printing only (Register 2002, No. 35).

1337
1338 5. Amendment of first paragraph and subsection (b) filed 9-19-2013; operative 10-19-2013.
1339 Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No.
1340 38).

1341
1342
1343 5 CCR § 53033
1344 Cal. Admin. Code tit. 5, § 53033

1345
1346 Title 5. Education
1347 Division 6. California Community Colleges
1348 Chapter 4. Employees
1349 Subchapter 1. Equal Employment Opportunity Programs
1350  [Article 3](#). Faculty and Staff Diversity Fund
1351  **§ 53033. Failure to Report.**

1352
1353 Any district failing to provide the data required under section 53004 is not in compliance with this
1354 subchapter. Equal Employment Opportunity funds for any given fiscal year, other than those under
1355 section 53030(a), shall not be granted unless the district provides the data no later than March 31st of
1356 the preceding fiscal year or receives an extension of the deadline from the Chancellor.

1357
1358 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1359 Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections
1360 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
1361 Government Code.

1362
1363
1364 HISTORY



1365 1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

1366
1367 2. Amendment of section filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only
1368 (Register 96, No. 23).

1369
1370 3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
1371 printing only (Register 2002, No. 35).

1372
1373 4. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
1374 to Education Code section 70901.5 (Register 2013, No. 38).

1375
1376
1377 5 CCR § 53034
1378 Cal. Admin. Code tit. 5, § 53034
1379 Barclays Official California Code of Regulations [Currentness](#)

1380 Title 5. Education
1381 Division 6. California Community Colleges
1382 Chapter 4. Employees
1383 Subchapter 1. Equal Employment Opportunity Programs
1384  [Article 3](#). Faculty and Staff Diversity Fund
1385  **§ 53034. Required Report.**

1386
1387 Districts shall submit a report on the use of Equal Employment Opportunity funds to the Chancellor's
1388 Office no later than September 30th of the fiscal year following the use of the funds. Until such time



1389 as a data element to calculate the staffing rate of persons with disabilities has been integrated into the
1390 report required under section 53004, districts will report that rate by a separate survey conducted, as
1391 directed by the Chancellor's Office.

1392
1393 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1394 Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections
1395 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
1396 Government Code.

1397
1398 HISTORY

- 1399
1400 1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
1401
1402 2. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
1403 printing only (Register 2002, No. 35).
1404
1405 3. Amendment of Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only
1406 pursuant to Education Code section 70901.5 (Register 2013, No. 38).
1407

1408
1409 5 CCR § 59300
1410 Cal. Admin. Code tit. 5, § 59300

1411
1412 Title 5. Education
1413 Division 6. California Community Colleges
1414 Chapter 10. Community College Administration
1415 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the
1416 Chancellor or Board of Governors of the California Community Colleges
1417  [Article 1](#). General
1418  **§ 59300. Purpose.**

1419
1420 The purpose of this subchapter is to implement the provisions of California Government Code sections
1421 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code § 66250 et seq.), title VI of the
1422 Civil Rights Act of 1964 (42 U.S.C. § 2000d), title IX of the Education Amendments of 1972 (20 U.S.C.
1423 § 1681), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with
1424 Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. §
1425 6101), to the end that no person in the State of California shall, in whole or in part, on the basis of
1426 ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual
1427 orientation, or physical or mental disability, or on the basis of these perceived characteristics or based
1428 on association with a person or group with one or more of these actual or perceived characteristics, be
1429 unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination
1430 under any program or activity that is administered by, funded directly by, or that receives any
1431 financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.
1432

1433 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1434 Government Code. Reference: Sections 66250 et seq. and 72011, Education Code; Sections 11135-
1435 11139.5, Government Code; Sections 422.6 and 422.55, Penal Code; Title 20, United States Code,
1436 Section 1681; Title 29, United States Code, Section 794; and Title 42, United States Code, Sections
1437 2000d, 6101 and 12100, et seq.

1438
1439 HISTORY

- 1440
1441 1. New Chapter 5 (Articles 1-4, Sections 59300-59362, not consecutive) filed 4-17-81; effective
1442 thirtieth day thereafter (Register 81, No. 16). For prior history, see Registers 79, No. 46; and 78, No.
1443 39).

- 1444
 1445 2. Amendment of section and Note filed 5-31-96; operative 6-30-96. Submitted to OAL for printing
 1446 only (Register 96, No. 23).
 1447
 1448 3. Amendment of section and Note filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing
 1449 only (Register 2001, No. 6).
 1450
 1451 4. Amendment of section and Note filed 3-20-2002; operative 4-19-2002. Submitted to OAL for
 1452 printing only (Register 2002, No. 13).
 1453
 1454 5. Amendment of section and Note filed 3-15-2006; operative 4-14-2006. Submitted to OAL for
 1455 printing only pursuant to Education Code section 70901.5(Register 2006, No. 17).
 1456
 1457 6. Amendment filed 8-5-2008; operative 9-4-2008. Submitted to OAL for printing only pursuant
 1458 to Education Code section 70901.5 (Register 2008, No. 34).
 1459

1460
 1461
 1462 5 CCR § 59301
 1463 Cal. Admin. Code tit. 5, § 59301
 1464

1465 Title 5. Education
 1466 Division 6. California Community Colleges
 1467 Chapter 10. Community College Administration
 1468 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the
 1469 Chancellor or Board of Governors of the California Community Colleges

1470  [Article 1](#). General

1471  **§ 59301. Prohibited Discrimination.**

1472
 1473 Note: Authority cited: Section 11138, Government Code; and Sections 71020 and 71025, Education
 1474 Code. Reference: Sections 11135 and 11138, Government Code.
 1475

1476 HISTORY

1477
 1478 1. Repealer filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001,
 1479 No. 6).
 1480

1481
 1482
 1483 5 CCR § 59302
 1484 Cal. Admin. Code tit. 5, § 59302
 1485

1486 Title 5. Education
 1487 Division 6. California Community Colleges
 1488 Chapter 10. Community College Administration
 1489 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the
 1490 Chancellor or Board of Governors of the California Community Colleges

1491  [Article 1](#). General

1492  **§ 59302. Academic Requirements.**

1493
 1494 Nothing in this subchapter shall be interpreted to prohibit bona fide academic requirements for a
 1495 specific community college program, course or activity.
 1496

1497 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1498 Government Code. Reference: Sections 66250 et seq. and 72011, Education Code; and Section
1499 11135, Government Code.

1500

1501

HISTORY

1502

1503 1. Amendment of section and Note filed 3-20-2002; operative 4-19-2002. Submitted to OAL for
1504 printing only (Register 2002, No. 13).

1505

1506 2. Change without regulatory effect amending Note filed 3-15-2006 pursuant to section 100, title 1,
1507 California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section
1508 70901.5 (Register 2006, No. 17).

1509

1510

1511

1512 5 CCR § 59303

1513

Cal. Admin. Code tit. 5, § 59303

1514

1515 Title 5. Education

1516 Division 6. California Community Colleges

1517 Chapter 10. Community College Administration

1518 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the

1519 Chancellor or Board of Governors of the California Community Colleges

1520  [Article 1](#). General

1521

 **§ 59303. Delegation of Authority.**

1522

1523 Note: Authority cited: Section 11138, Government Code; and Sections 70901 and 71090, Education
1524 Code. Reference: Sections 11135 and 11138, Government Code.

1525

1526

HISTORY

1527

1528 1. Amendment filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001,
1529 No. 6).

1530

1531 2. Amendment filed 3-20-2002; operative 4-19-2002. Submitted to OAL for printing only (Register
1532 2002, No. 13).

1533

1534 3. Repealer filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant
1535 to Education Code section 70901.5 (Register 2006, No. 17).

1536

1537

1538 5 CCR § 59304

1539

Cal. Admin. Code tit. 5, § 59304

1540

1541 Title 5. Education

1542 Division 6. California Community Colleges


1543 Chapter 10. Community College Administration

1544 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the

1545 Chancellor or Board of Governors of the California Community Colleges

1546  [Article 1](#). General

1547

 **§ 59304. Intent.**

1548

1549 It is the intent of the Board of Governors that the Chancellor assist community college districts in
1550 recognizing and eliminating unlawful discrimination that may exist in their programs and activities and

1551 in meeting the requirements of this subchapter. Punitive action authorized by this subchapter will be
1552 taken only when remedial action has failed to eliminate unlawful discrimination from the programs and
1553 activities of a community college district.

1554
1555 Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
1556 Government Code. Reference: Sections 66250 et seq. and 72011, Education Code; and Sections
1557 11135, 11137 and 11139, Government Code.



1558
1559 HISTORY

1560
1561 1. Amendment of section and Note filed 3-20-2002; operative 4-19-2002. Submitted to OAL for
1562 printing only (Register 2002, No. 13).

1563
1564 2. Change without regulatory effect amending Note filed 3-15-2006 pursuant to section 100, title 1,
1565 California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section
1566 70901.5 (Register 2006, No. 17).

1567
1568
1569
1570 5 CCR § 59305
1571 Cal. Admin. Code tit. 5, § 59305

1572
1573 Title 5. Education
1574 Division 6. California Community Colleges
1575 Chapter 10. Community College Administration
1576 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the
1577 Chancellor or Board of Governors of the California Community Colleges

1578  [Article 1](#). General
1579  **§ 59305. Operative Date.**

1580
1581 Note: Authority cited: Section 11138, Government Code; and Sections 71020 and 71025, Education
1582 Code. Reference: Sections 11135 and 11138, Government Code.

1583
1584 HISTORY

1585
1586 1. Repealer filed 3-20-2002; operative 4-19-2002. Submitted to OAL for printing only (Register 2002,
1587 No. 13).

1588
1589
1590
1591 5 CCR § 59306
1592 Cal. Admin. Code tit. 5, § 59306

1593
1594 Title 5. Education
1595 Division 6. California Community Colleges
1596 Chapter 10. Community College Administration
1597 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the
1598 Chancellor or Board of Governors of the California Community Colleges

1599  [Article 1](#). General
1600  **§ 59306. Visitor Parking for Persons with Disabilities.**

1601
1602 (a) Each community college district shall, consistent with the requirements of Education Code section
1603 67301, provide visitor parking at each of its colleges or centers at no charge to persons with
1604 disabilities or to those providing transportation for such persons.

- 1605
- 1606 (b) For purposes of this section only, "persons with disabilities" are those who:
- 1607
- 1608 (1) qualify as disabled persons pursuant to section 22511.5 of the Vehicle Code; or
- 1609
- 1610 (2) if they were students, would be entitled to special parking provided to students with disabilities
- 1611 pursuant to subchapter 1 (commencing with section 56000) of chapter 7 of this division.
- 1612
- 1613 (c) Parking at no charge shall be available to persons with disabilities who are visitors, and to those
- 1614 providing transportation to such persons, in those parking facilities which are most accessible to
- 1615 administrative offices, libraries, and other facilities which the district finds are most used by visitors.
- 1616
- 1617 (d) Each community college district shall post in conspicuous places notice that parking is available
- 1618 without charge to persons with disabilities who are visitors and to those providing transportation for
- 1619 such persons.
- 1620
- 1621 (e) When parking provided pursuant to this section is located in an area where access is controlled by
- 1622 a mechanical gate, the district shall ensure that accommodations are made for persons with
- 1623 disabilities who are unable to operate the gate controls. Accommodations may be provided by an
- 1624 attendant assigned to assist in the operation of the gate or by any other effective means deemed
- 1625 appropriate by the district.
- 1626
- 1627 (f) Parking fees collected pursuant to Education Code section 76360 shall be used to offset any costs
- 1628 resulting from compliance with the requirements of this section.

1629

1630 Note: Authority cited: Sections 66271.1, 66700, 67301 and 70901, Education Code; and Section

1631 11138, Government Code. Reference: Sections 66250 et seq., 67301, 72011 and 76360, Education

1632 Code; and Section 22511.5, Vehicle Code.

1633

1634 HISTORY

- 1635
- 1636 1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
- 1637
- 1638 2. Amendment of subsections (a)-(b)(2) and (f) and amendment of Note filed 3-20-2002; operative 4-
- 1639 19-2002. Submitted to OAL for printing only (Register 2002, No. 13).
- 1640
- 1641
- 1642 3. Change without regulatory effect amending section and Note filed 3-15-2006 pursuant to section
- 1643 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education
- 1644 Code section 70901.5 (Register 2006, No. 17).

1645

1646

1647

1648 5 CCR § 59307

1649 Cal. Admin. Code tit. 5, § 59307

1650


1651 Title 5. Education


1652 Division 6. California Community Colleges

1653 Chapter 10. Community College Administration

1654 Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the

1655 Chancellor or Board of Governors of the California Community Colleges

1656  [Article 1.](#) General

1657  **§ 59307. Sexual Harassment and Sex Discrimination.**

1658

1659 Note: Authority cited: Sections 232 and 70901, Education Code; and Section 11135, Government
1660 Code. Reference: Sections 200 et seq., Education Code.

1661
1662
1663
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1670

HISTORY

1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
2. Repealer filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001, No. 6).

1671 **Accreditation Standards IV.B.1.j & IV.B.2**

1672 **Standard IV: Leadership and Governance**

1673 **B. Board and Administrative Organization**

1674
1675 **In addition to the leadership of individuals and constituencies, institutions recognize the**
1676 **designated responsibilities of the governing board for setting policies and of the chief**
1677 **administrator for the effective operation of the institution. Multi-college districts/systems**
1678 **clearly define the organizational roles of the district/system and the colleges.**

1681
1682 **1.** The institution has a governing board that is responsible for establishing policies to assure
1683 the quality, integrity, and effectiveness of the student learning programs and services and the
1684 financial stability of the institution. The governing board adheres to a clearly defined policy for
1685 selecting and evaluating the chief administrator for the college or the district/system.

1686
1687 **j.** The governing board has the responsibility for selecting and evaluating the district/system
1688 chief administrator (most often known as the chancellor) in a multi-college district/system or the
1689 college chief administrator (most often known as the president) in the case of a single college.
1690 The governing board delegates full responsibility and authority to him/her to implement and
1691 administer board policies without board interference and holds him/her accountable for the
1692 operation of the district/system or college, respectively.

1693
1694 In multi-college districts/systems, the governing board establishes a clearly defined policy for
1695 selecting and evaluating the presidents of the colleges.

1696
1697
1698

1699 **Standard IV: Leadership and Governance**

1700
1701 **2.** The president has primary responsibility for the quality of the institution he/she leads. He/she
1702 provides effective leadership in planning, organizing, budgeting, selecting and developing
1703 personnel, and assessing institutional effectiveness.

1704 **a.** The president plans, oversees, and evaluates an administrative structure organized and
1705 staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to
1706 administrators and others consistent with their responsibilities, as appropriate.

1707 **b.** The president guides institutional improvement of the teaching and learning environment by
1708 the following:

- 1709 • establishing a collegial process that sets values, goals, and priorities;

- 1710 • ensuring that evaluation and planning rely on high quality research and analysis on external
1711 and internal conditions;
1712 • ensuring that educational planning is integrated with resource planning and distribution to
1713 achieve student learning outcomes; and
1714 • establishing procedures to evaluate overall institutional planning and implementation efforts.
1715 c. The president assures the implementation of statutes, regulations, and governing board
1716 policies and assures that institutional practices are consistent with institutional mission and
1717 policies.
1718 d. The president effectively controls budget and expenditures.
1719 e. The president works and communicates effectively with the communities served by the
1720 institution.
1721

San Bernardino Community College District
Board Policy
Chapter 6 – Business and Fiscal Services

BP 6520 SECURITY FOR DISTRICT PROPERTY

(Replaces current SBCCD BP 6520)

❖ **From current SBCCD BP 6520 titled Security for District Property**

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

References: Education Code Sections 81600 et seq.

NOTE: This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6520 titled Security for District Property adopted on 9/9/04. The language in **blue ink** is included for consideration.

Adopted: 9/9/04

Revised:

Legal Citations for BP 6520

Education Code Sections 81600 et seq.

81600. The governing board of a community college district shall manage and control school property within its district.

81601. The governing board of a community college district shall furnish, repair, insure against fire, and in its discretion rent the school property of its districts. The governing board may also insure the property against other perils. The insurance shall be written in any admitted insurer, or in any nonadmitted insurer to the extent and subject to the conditions prescribed in Section 1763 of the Insurance Code. Insurance on property of a district may be, in the discretion of the governing board, of the deductible type of coverage. By deductible type of coverage is meant a form of insurance under which the insurance becomes operative when the loss and damage exceeds an amount stipulated in the policy or policies.

The governing board, in their notice of bid for district construction, may indicate that it may elect to assume the cost of fire insurance by adding the coverage to the district's existing policy and in such event bids made on such construction shall be made in the alternative, with and without the fire insurance coverage included, and the governing board shall make its election as to who shall secure and pay for such insurance at the time of accepting the bid. The deductible amount of fire insurance for any community college district may exceed one thousand dollars (\$1,000) for each occurrence.

81602. The governing board of a community college district may, by resolution, establish a fund or funds, as designated by the California Community Colleges Budget and Accounting Manual, for losses, and payments including, but not limited to, health and welfare benefits for its employees as defined by Section 53200 of the Government Code, district property, any liability, and workers' compensation, in the county treasury for the purpose of covering the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils. In the fund or funds shall be placed sums, to be provided in the budget of the district, that will create an amount which, together with investments made from the fund or funds, will be sufficient in the judgment of the governing board to protect the district from such losses or to provide for payments on the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils. Nothing in this section shall be construed as prohibiting the governing board from providing protection against such losses to district property or liability for the payment of claims partly by means of the fund or funds and partly by means of insurance written by acceptable insurers as provided in Section 81601.

The fund or funds shall be considered as separate and apart from all other funds of the district, and the balance therein shall not be considered as being part of the working cash of the district in compiling annual budgets.

Warrants may be drawn on or transfers made from the fund or funds so created only to reimburse or indemnify the community college

85 district for losses as herein specified, and for the payment of
86 claims, administrative costs, related services, and to provide for
87 deductible insurance amounts and purchase of excess insurance. The
88 warrants or transfers shall be within the purpose of the fund or
89 funds as established by resolution of the governing board.

90 The cash placed in the fund or funds may be invested and
91 reinvested by the county treasurer, with the advice and consent of
92 the governing board of the district, in securities which are legal
93 investments for surplus county funds in this state. The income
94 derived from the investments, together with interest earned on
95 uninvested funds, shall be considered revenue of and be deposited in
96 the fund. The cost of contracts or services authorized by this
97 section are appropriate charges against the respective fund.

98 The governing board may contract for investigative,
99 administrative, and claims adjustment services relating to claims.
100 The contract may provide that the contracting firm may reject,
101 settle, compromise and approve claims against the district, its
102 officers or employees, within the limits and for amounts that the
103 governing board may specify, and may provide that the contracting
104 firm may execute and issue checks in payment of such claims, which
105 checks shall be payable only from a trust account which may be
106 established by the governing board. Funds in the trust account
107 established by the board pursuant to the provisions of this section
108 shall not exceed a sum sufficient as determined by the governing
109 board to provide for the settlement of claims for a 30-day period.
110 The rejection or settlement and approval of a claim by the
111 contracting firm in accordance with the terms of the contract shall
112 have the same effect as would the rejection or settlement and
113 approval of such a claim by the governing board.

114 The contract may also provide that the contracting firm may employ
115 legal counsel, subject to terms and limitations that the board may
116 prescribe, to advise the contracting firm concerning the legality and
117 advisability of rejecting, settling, compromising and paying claims
118 referred to said contracting firm by the board for investigation and
119 adjustment, or to represent the board in litigation concerning the claims.
120 The compensation and expenses of the attorney for services rendered to the
121 board shall be an appropriate charge against the appropriate fund.

122 The contract provided for in this section may contain other terms
123 and conditions that the governing board may consider necessary or
124 desirable to effectuate the board's self-insured programs.

125 In lieu of, or in addition to, contracting for the services
126 described in this section, the governing board may authorize an employee or
127 employees to perform any or all of the services and functions which the board
128 may contract for under the provisions of this section.

129 As used in this section, "firm" includes a person, corporation, or
130 other legal entity, including a county superintendent of schools.

131 Prior to funding health and welfare benefits pursuant to this
132 section, the community college district shall secure the services of
133 an actuary enrolled under subtitle C of Title III of the federal
134 Employee Retirement Income Security Act of 1974, to provide actuarial
135 evaluations of the future annual costs of such benefits. The future
136 annual costs as determined by the actuary shall be made public at a
137 public meeting at least two weeks prior to the commencement of
138 funding health and welfare benefits pursuant to this section.

139
140
141 81603. Nothing in the **Education Code** shall be construed as

142 prohibiting two or more community college districts subject to Section 81601
143 from performing the powers prescribed in Section 81602, through a joint
144 powers agreement made pursuant to Article 1 (commencing with Section 6500) of
145 Chapter 5 of Division 7 of Title 1 of the Government **Code**.

146
147

148 81605. In community college districts situated within or partly
149 within cities having a population of over five hundred thousand
150 (500,000) as determined by the 1920 federal census any board of
151 **education** may establish a fund in the county treasury for the purpose
152 of covering fire losses to school property in lieu of carrying fire
153 insurance in admitted insurers as provided in Section 81601 of this
154 **code**. In such fund shall be placed such sums, to be provided in the
155 budget of the district, as will create an amount which, together with
156 investments made from such fund, will be sufficient in the judgment
157 of the board of **education** upon the advice of competent actuaries to
158 protect such board of **education** against losses by fire on all or any
159 part of the school property within its jurisdiction. Nothing
160 contained herein shall be construed as prohibiting the board of
161 **education** from providing protection against fire losses partly by
162 means of such fund and partly by means of fire insurance written by
163 admitted insurers as provided in Section 81601.

164 Such fund shall be considered as separate and apart from all other
165 funds of the district and the balance therein shall not be
166 considered as being part of the working cash of the district in
167 compiling annual budgets or fixing annual tax rates.

168 Warrants shall not be drawn on or transfers made from the fund so
169 created except to reimburse the district for losses by fire and then
170 only after resolution duly adopted by the county board of **education**
171 based upon findings by competent appraisers.

172 The cash placed in such fund may be invested and reinvested by the county
173 treasurer with the advice and consent of the county board of **education** in
174 securities which are legal investments for surplus county funds in this
175 state. The income derived from such investments together with interest
176 earned on uninvested funds shall be considered revenue of and be deposited in
177 such fund.

178 The county treasurer shall make quarterly reports to the county
179 board of **education** as to the condition of the fund, using as a basis
180 for such report the cost or market value, whichever may be the lower,
181 of the securities held as investments plus the cash in such fund.

182
183

184 81606. The governing board of any community college district may
185 grade, pave, construct sewers, or otherwise improve streets and other
186 public places in front of real property owned or controlled by it,
187 and also may construct in immediate proximity to any school or site
188 owned or controlled by the district, pedestrian tunnels, overpasses,
189 footbridges, sewers and water pipes when required for school or
190 administrative purposes, may acquire property, easements and
191 rights-of-way for such purpose, and may appropriate money to pay the
192 cost and expense of the improvements, whether made by the board under
193 contract executed by the board, or under contracts made in pursuance
194 of any of the general laws of the state respecting street
195 improvements, or under other contracts made in pursuance of the
196 charter of any county or municipality.

San Bernardino Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Services

AP 6520 SECURITY FOR DISTRICT PROPERTY

(Replaces current SBCCD AP 6520)

NOTE: Procedures on security for District property are required by accreditation. Local practice may be inserted. The following are suggested elements:

- Allocation of responsibilities for patrolling District property
- Allocation of responsibilities for maintenance (e.g., lighting, pruning, locks)
- Distribution of keys
- Responsibility for publication of warnings about unsafe areas of campus
- Emergency notification procedures
- Fire alarms
- Locking software for computers

❖ From current SBCCD AP 6520 titled Security for District Property

~~Each District site will establish a written security plan for that location. Each District site plan must be on file in the office of the Director of Facilities and Planning.~~

Each District employee is responsible for the equipment under his/her control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District (see AP 6535 titled Use of District Equipment and AP 6500 titled Property Management). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

NOTE: The following newly recommended language from Steve Sutorus may be better placed in AP 6535 titled Use of District Equipment: The District shall not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District shall not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property shall not be received or stored by maintenance personnel on District property. The use of an individual's personal automobile in connection with District business is an exception authorized under this procedure. No personnel of the District shall use any equipment belonging to the District or consume

43 any supplies or utilize any District personnel for any purposes other than the business of
44 the District.

45
46 District facilities and grounds are for the use of District-authorized activities and events.
47 (Also see BP/AP 6700 titled Civic Center and Other Facilities Use.)

48 49 **Assignment of Responsibilities**

50 The District's Police Department is designated the responsibility to develop and
51 implement:

- 52 1. Patrolling schedules and practices to monitor and protect District property,
53 including buildings, parking lots and other open spaces;
- 54
55 2. Maintaining fire and other alarm systems in working order;
- 56
57 3. Emergency notification and disaster response practices (e.g., earthquake, fire,
58 flood) and
- 59
60 4. Plans for publication of warnings about unsafe areas of campus as necessary.

61
62 The Campuses' Maintenance Department and District sites facilities office are
63 designated the responsibility to develop and implement:

- 64 1. Processes for assigning, distributing, monitoring, and retrieving keys, including
65 electronic key cards, which may include assessing fees to responsible parties for
66 replacement of lost keys and/or re-keying buildings necessitated by such loss;
67 and
- 68
69 2. Maintaining other aspects of the property in the interest of security (e.g., tree
70 pruning, adequate lighting, and workable locks).

71
72 The District's Information Technology Department is designated the responsibility to
73 maintain security of all electronic equipment (e.g., telephones, computers), including but
74 not limited to password protection, virus control, and locking systems as needed.

75 76 **Keys**

77 The campus Vice President of Administrative Services or District Director, Facilities, or
78 designee must approve the assignment of keys. Employees and others who are
79 authorized to hold keys are responsible for protecting said keys while they are in the
80 individual's possession. Upon termination or completion of duties that mandate a key,
81 the key holder must return the key to the department that originally issued the key. In
82 the event a key is lost, the responsible individual shall sign an affidavit to that effect and
83 may be assessed a fee for the replacement of the key, up to and including the cost of
84 re-keying the impacted facility.

85
86 **References:** WASC/ACCJC Accreditation Standard III.B.1;
87 Penal Code Section 469

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92
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***NOTE:** The **red ink** signifies language that is **required by accreditation** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 6520 titled Security for District Property approved in 9/4/04. The language in **blue ink** is included for consideration. The language in **green ink** was added by Steve Sutorus on 2/12/14.*

Approved: 9/9/04
Revised:

96
97

98 **Legal Citations for AP 6520**

99

100 **Accreditation Standard III: Resources**

101 **B. Physical Resources**

102 **Physical resources, which include facilities, equipment, land, and other assets,**
103 **support student learning programs and services and improve institutional**
104 **effectiveness. Physical resource planning is integrated with institutional**
105 **planning.**

106

107 **1.** The institution provides safe and sufficient physical resources that support and assure
108 the integrity and quality of its programs and services, regardless of location or means of
109 delivery.

110

111 a. The institution plans, builds, maintains, and upgrades or replaces its physical
112 resources in a manner that assures effective utilization and the continuing quality
113 necessary to support its programs and services.

114

115 b. The institution assures that physical resources at all locations where it offers courses,
116 programs, and services are constructed and maintained to assure access, safety,
117 security, and a healthful learning and working environment.

118

119

120 **Penal Code Section 469**

121

122 **469.** Any person who knowingly makes, duplicates, causes to be
123 duplicated, or uses, or attempts to make, duplicate, cause to be
124 duplicated, or use, or has in his possession any key to a
125 building or other area owned, operated, or controlled by the
126 State of California, any state agency, board, or commission, a
127 county, city, or any public school or community college district
128 without authorization from the person in charge of such building
129 or area or his designated representative and with knowledge of
130 the lack of such authorization is guilty of a misdemeanor.

131